

June 17, 2021

7:00 pm City Council Meeting

Audio/Video Teleconference

Remote Participation

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



REGULAR SESSION

Personnel complaints will not be heard at City Council Meetings and individuals with concerns regarding personnel shall follow the Complaint Procedure Policy. Copies are available at every council meeting and at City Hall.

1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment– 30 Minutes

Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the City Administrator to follow up on comments received.

6. Mayor Comments / Announcements / Proclamations

7. Council Comments / Announcements

8. Consent Agenda

8.1 Attorney Billing

9. Business from the City Council

10. Business from the City Administrator

10.1 City Administrator Update

10.1.1 Letter of support for Housing Needs Analysis Grant

10.1.2 Street closure and alcohol permit application

10.2 Finance Director Update

10.3 Economic Development Update

10.4 Police Update

10.5 Fire Department Update

10.6 Public Works/Community Services Update

11. Reports of Boards, Commissions and Committees

11.1 RTMP Committee

11.1.1 Recommended Funding Distribution

12. Items Removed from the Consent Agenda

13. Public Hearings

13.1 Open Public Hearing – Res. 06-2020 Use of State Revenue Sharing Funds

13.1.1 Statements in Favor

13.1.2 Statements in Opposition

13.1.3 Statements in General

13.1.4 Close Public Hearing

13.1.5 Council Discussion

13.2 Open Public Hearing – Res. 07-2020 Adoption of the FY 21-22 Budget

13.2.1 Statements in Favor

13.2.2 Statements in Opposition

13.2.3 Statements in General

Accommodation for Physical Impairments: In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City's TTD Number is 541-782-4232.

13.2.4 Close Public Hearing

13.2.5 Council Discussion

14. Ordinances, Resolutions and Public Comments

14.1 Resolution 05-2021 Certifying Municipal Services

14.2 Resolution 06-2021 Election to Receive State Shared Revenues

14.3 Resolution 07-2021 Adoption of the FY 2021-2022 Budget

14.4 Ordinance 937 Establishment of a Public Safety Fee – First Reading

14.5 Resolution 08-2021 FY 2021-2022 Schedule of Fees

15. Appointments

16. Public Comment

17. Adjourn

This will be a remote participation meeting. Citizens have four ways of attending and commenting:

1. Use your computer, tablet or smartphone and go to: <https://zoom.us/j/3664311610>, meeting ID: 3664311610.

2. Use your telephone and dial: +1 346 248 7799. Meeting ID: 366 431 1610.

3. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm on day of the meeting.

4. It is discouraged due to COVID precautions, but citizens may attend in person at the Willamette Activity Center. There will be an audio and video feed. Face coverings are required.


Detailed instructions are available at City Hall, on the city website and the city Facebook page.

MEMORANDUM**OFFICE OF ATTORNEY FOR CITY OF OAKRIDGE**

THESE SPECIFIC BILLINGS REVEAL LEGAL WORK TASKS UNDERTAKEN BY THIS OFFICE AT THE REQUEST OF OAKRIDGE, ITS OFFICERS AND EMPLOYEES. AS SUCH, THEY ARE EXEMPT FROM PUBLIC DISCLOSURE PURSUANT TO ORS 40.225, ORS 192.355(9), ORS AND ORS 192.355(1). IF A CITY COUNCILOR WISHES TO SEE SPECIFIC BILLINGS, THEY ARE AVAILABLE THROUGH THE ADMINISTRATOR'S OFFICE. HOWEVER, THE BILLINGS SHOULD NOT BE DISCLOSED TO THIRD PARTIES WITHOUT THE APPROVAL OF THE COUNCIL.

DATE: May 17, 2021

TO: City of Oakridge
City Administrator's Office

FROM: Matthew L. Dahlstrom 
Joseph J. Leahy
Office of Attorney for City of Oakridge

RE: Time Slips for the Law Firm of Leahy Cox, LLP
Pursuant to Independent Contractor Agreement

In conformance with the requirements of the Independent Contractor Agreement, please find enclosed copies of the time slips maintained by this office indicating the time expended on City of Oakridge legal business during the month of **March, 2021**.

Our total number of hours for this month was 15.3.

These time slips indicate the total number of hours expended for each department and the total amount of hours expended by the firm as follows:

DEPARTMENT	TOTAL HOURS	NO-CHARGE HOURS	AMOUNT
City Administrator	1.7		\$297.50
City Council	9.3	1.9	\$1,295.00
Ordinances/Resolutions			
Building/Code Enforcement			
Contracts	2.3		\$402.50
Finance			
HR/Risk Management			
HR Costs	2.0		\$350.00
Planning/Zoning			
Municipal Court			

Police			
Fire			
Library			
Public Works			
Pubic Records			
IT			
Travel Hours			
TOTAL:	15.3	1.9	\$2,345.00

As a matter of information to you, both our experience indicates that approximately 10% to 15% of work rendered is not logged and is not included in the above. Because of the enhanced accessibility to attorneys provided by the Independent Contractor Agreement, occasionally informal contacts and conversations may be not recorded.

Thank you for your attention to this matter.

MLD:deb
Enclosure

MEMORANDUM

OFFICE OF ATTORNEY FOR CITY OF OAKRIDGE

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DATE: May 17, 2021

TO: City of Oakridge
City Administrator's Office

FROM: Matthew L. Dahlstrom *(MLD)*
Joseph J. Leahy
Office of Attorney for City of Oakridge

RE: Time Slips for the Law Firm of Leahy Cox, LLP
Pursuant to Independent Contractor Agreement

In conformance with the requirements of the Independent Contractor Agreement, please find enclosed copies of the time slips maintained by this office indicating the time expended on City of Oakridge legal business during the month of **April, 2021**.

Our total number of hours for this month was 3.6.

These time slips indicate the total number of hours expended for each department and the total amount of hours expended by the firm as follows:

DEPARTMENT	TOTAL HOURS	NO-CHARGE HOURS	AMOUNT
City Administrator	0.8		\$140.00
City Council	0.3		\$52.50
Ordinances/Resolutions			
Building/Code Enforcement			
Contracts	0.6		\$105.00
Finance			
HR/Risk Management	1.9		\$332.50
HR Costs			
Planning/Zoning			
Municipal Court			

100-11-400133
100-11-400122
100-11-400133

100-11-400133
140.00
105.00
332.00
577.00

100-11-400122
52.50

Police			
Fire			
Library			
Public Works			
Pubic Records			
IT			
Travel Hours			
TOTAL:	3.6	0.0	\$630.00

As a matter of information to you, both our experience indicates that approximately 10% to 15% of work rendered is not logged and is not included in the above. Because of the enhanced accessibility to attorneys provided by the Independent Contractor Agreement, occasionally informal contacts and conversations may be not recorded.

Thank you for your attention to this matter.

MLD:deb
Enclosure

Business of the City Council

City of Oakridge, Oregon

June 17, 2021

**Agenda Title: Letter of Support for the
City of Oakridge Housing Needs Analysis.**

Agenda Item No: 10.1.1

Exhibit: (1) Letter of Support

**Proposed Council Action: A motion to
endorse the letter of support.**

Agenda Bill Author: Grace Kaplowitz

City Administrator: Bryan Cutchen

ISSUE: The City of Oakridge is requesting support for planning assistance for a Housing Needs Analysis (HNA) update from the Department of Land Conservation and Development (DLCD)- provided consultant. A HNA update will provide the city with valuable data regarding Oakridge's existing housing challenges, assets, and future needs in order to meet the goals outlined in our Comprehensive and Strategic Plans. The request requires a letter of support from the Governing Body.

FISCAL IMPACT: None.

**OPTIONS: (1) Approve the letter of support.
(2) Do not approve the letter of support.**

RECOMMENDATION: Staff recommend option (1).

RECOMMENDED MOTION: I move we approve the letter of support for planning assistance from the Department of Land Conservation and Development to perform a Housing Needs Analysis.



City of Oakridge

48318 E. 1st Street - PO Box 1410
Oakridge, Oregon 97463
Phone: 541-782-2258 FAX 541-782-1081

June 17, 2021

Gordon Howard, Community Services Division Manager
Department of Land Conservation and Development
635 Capitol St NE # 150
Salem, OR 97301

RE: Letter of Support, City of Oakridge Planning Assistance Application for Housing Needs Analysis

Dear Gordon Howard,

The Oakridge City Council supports the request being made by the City of Oakridge for planning assistance for a Housing Needs Analysis (HNA) update with a Department of Land Conservation and Development (DLCD)-provided consultant. A HNA update will provide the City with valuable data regarding Oakridge's existing housing challenges, assets, and future needs in order to meet the goals outlined in our Comprehensive and Strategic Plans. It will also ensure Oakridge meets Statewide Planning Goal 10.

On December 3, 2020, the City of Oakridge adopted a Strategic Plan that included the goal to "Find creative ways to work with public and private partners to increase access to housing" with the following action items: 1) "explore options for workforce housing", 2) "Work with community members, agencies and nonprofits to increase options for affordable housing for vulnerable residents", and 3) "Review housing inventory for current and future needs".

An updated Housing Needs Analysis would allow us to meet these goals and use a data-driven approach to address the housing challenges our community faces. The existing housing stock is not adequately serving the community, and the lack of available options is a significant hindrance to achieving our economic goals. At present, Oakridge faces the following challenges regarding housing:

- Older, weak housing stock (posing fire and safety issues and creating inhospitable living spaces)
- Shortage of available, affordable rental units (especially multi-family, low income, senior, and workforce housing)
- Barriers to recruiting new businesses and other economic developments to Oakridge

due to lack of housing

- Increasing rental prices (requiring revised tax policies and permit procedures, including property tax exemptions for elderly or low-income housing)
- Absentee landlords/investors (resulting in lack of investment in maintaining and developing higher livability standards)

In addition, Oakridge has recently been accepted into the Transportation Growth Management (TGM) Code Assistance Program to evaluate and update our land use codes, and we believe an updated HNA would be a highly beneficial complement and guiding document for this work.

Thank you for considering the City of Oakridge's application for planning assistance for a Housing Needs Analysis update.

Sincerely,

Kathy Holston, Mayor of Oakridge

Oakridge City Council

Christina A Hollett

Bobbie Whitney

Audy Spliethof

Melissa Bjarnson

Michelle Coker

Dawn Kinyon

Business of the City Council

City of Oakridge, Oregon

June 17, 2021

Agenda Title: Street Closure and Alcohol Permit for Keg & Cask

Agenda Item No: 10.1.2

Exhibit: (1) Application Package

Proposed Council Action: A motion to approve.

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: Amy Kelley, chairperson of the Oakridge Keg & Cask Festival, is requesting a street closure and alcohol permit on August 14, 2021. The request is to close E 1st between Oak and Alder (two blocks) from 10am to midnight. The festival has occurred for 12 of the past 13 years, only cancelling for the pandemic in 2020. The event helps our local community by supporting UWCDC Food Box Program.

FISCAL IMPACT: None.

OPTIONS: (1) Approve the street closure and alcohol permit.
(2) Do not approve the street closure and alcohol permit.

RECOMMENDATION: Staff recommend option (1).

RECOMMENDED MOTION: I move we approve the requested street closure and alcohol permit for the Keg & Cask Festival.



May 20, 2021
UWCDC
Oakridge Keg & Cask Festival Committee

Dear City Council,

The Oakridge Keg & Cask Festival has become one of the signature events of the summer for Oakridge. As a fundraising event for the UWCDC Food Box program, this festival raises desperately needed funds that help sustain this very necessary program. With the devastating events of the last year, there is even more of a need to fundraising for this program. Now in its 13th year, there has never been a significant incidence of disturbance.

- The festival will take place on E 1st St., between Oak and Alder.
- Reserve Police personnel, in uniform, are present and patrolling the crowd throughout the entire event.
- Our event insurance identifies City of Oakridge as an additionally insured.
- The Uptown building will be designated as a medical aid station.
- Admission is free to this event
- Music will be like years past.
- Food and Craft Vendors will line the street.
- Oakridge Police Department has approved the event plan.
- Appropriate notice will be given to the residents within 500' radius of the event.
- The event will comply with current Covid 19 regulations.

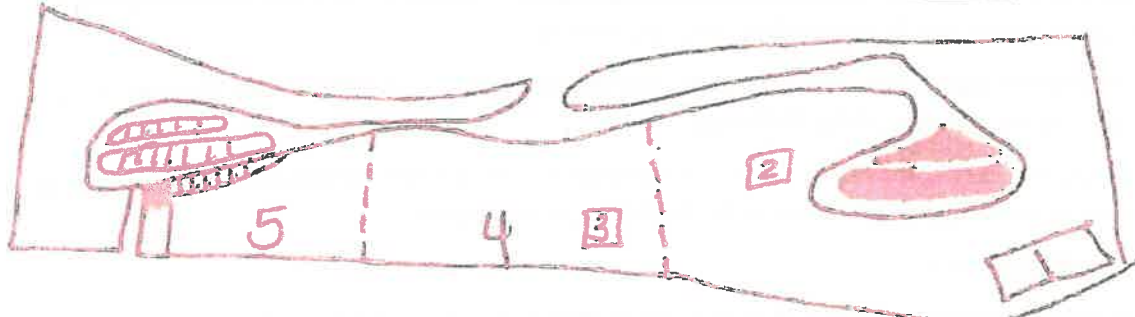
We are also asking that the event be allowed to close at 11:00 pm with the streets reopened at midnight, like the last several years events.

Respectfully submitted,

Amy Kelley
Chairperson
541-537-0851

CITY OF OAKRIDGE

Event Oakridge Keg & Cask Festival **Small event >99** **Large event <100**
Name UWCDC c/o Oakridge Keg & Cask Committee - Amy Kelley, Chair **Date(s) requested** August 14, 2021
Hours 10:00 am to 12:00 midnight **Open at** 3:00 pm to 11:00 pm
Contact Address po Box 677, Oakridge, OR 97463 **Contact Phone** 541-537-0851 (Amy Kelley)



	1-Picnic Shelter	2-Community Bldg	3- Whole Park	4-Amphitheater	5- Overflow
Large event:	\$20/day	\$14/hr., \$56/day	\$500/day	\$300/day	\$200/day
Small event:	\$20/day	\$10/hr., 40/day	\$200/day	\$100/day	\$200/day

Areas Requested E 1st St, between Oak & Alder **Total** _____
Alcohol Permit Yes No (Separate Application Required)

Osprey Park or Salmon Creek Park \$100 per day

Other Facilities:

WAC:
 Classroom _____
 Gym _____
 Senior Lounge _____
 E 1st Street Closure

Rates:
 \$15/half day
 \$25/Day
 Keys must be
 Returned to City Hall

Office Use Only
 Date paid _____
 Amount Paid _____
See Reverse for permit conditions
If Council approval is required, submit at least 45 days in advance

Requires Council Approval

Street Closure location E 1st St @ Oak to Alder from 10:00 am to 12:00 midnight
Noise Permit:
Nature of Noise: Live Music
Estimated distance noise will be plainly audible 400
Is a Variance required? Yes No
Variance subject to event rules (see reverse)
Attach a list of all residences/business within 500 feet
OIP Fenced Parking Yes No (fee \$100/day in lot 7) **Total** _____
Other OIP lots may negotiated as needed.

Fees are non-refundable
Applicants Signature Amy Kelley **Date** 6-2-2021
Approval Signature _____ **Date** _____

ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event, including clean up, must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City Ordinance.
6. Events must comply with all city ordinances: policies and Council Directives; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Groups Over 100

In addition to the above rules, the following apply to all groups over 100 people.

You must attach appropriate documentation (Items 8-12) at time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This list must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days, prior to the event. The information must include a contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained and easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plan prior to submitting. plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above condition and any other stipulation the City may deem necessary.

Signature: _____

Date: _____

6-2-2021

Failure to abide by the above conditions may result in sanctions including, but not limited to the City's refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.


Sanctions may be appealed to the City Council.

**City of Oakridge
Alcohol Permit**
(Please fill in all applicable information.)

Category:	Event: Oakridge Keg & Cask Festival
Family: <input type="checkbox"/>	Event Sponsor: UWGDC
Group: <input type="checkbox"/>	Date of Event: August 14, 2021
Non-Profit: <input checked="" type="checkbox"/>	Hours of Event: _____
For Profit: <input type="checkbox"/>	Will you charge admission to the event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Expected Number of People Attending the Event: 500
	Applicant: UWGDC c/o Oakridge Keg & Cask Festival Committee - Amy Kelley Chair
	Contact Address: PO Box 677, Oakridge, OR 97463
	Contact Phone: 541-537-0851 (Amy Cell)

Facility To Be Reserved: (Check all that apply to Event:)	Greenwaters: Entire Park: <input type="checkbox"/>	<input type="checkbox"/>
	Community Building: <input type="checkbox"/>	<input type="checkbox"/>
	Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
	Amphitheater: <input type="checkbox"/>	<input type="checkbox"/>
	Street Closure: <input checked="" type="checkbox"/> Which Street: E 1st St, Between Oak & Alder from 10:00 am to 12:00 Midnight	
WAC:	Classroom <input type="checkbox"/> Senior Ctr <input type="checkbox"/>	
	Gym <input type="checkbox"/> Kitchen <input type="checkbox"/>	
	Fire Hall Training Room: <input type="checkbox"/>	
	Have you scheduled the facility with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Alcohol Permit: 	Hours of Alcohol Service: 3:00 pm to 11:00 pm
	Type of Food/Caterer: Various, Unknown at this time
	Security Measures: Reserve Police
	Date of Council Approval: _____
	After approval by the Council, please provide copies of:
	Certificate of Insurance: <input type="checkbox"/>
	Hold Harmless Agreement: <input type="checkbox"/>
	OLCC License: <input type="checkbox"/>

Noise Permit 	Nature of Noise Generation: Live Music	
	Estimated Distance Noise will be plainly audible: 400'	
	Is a variance required?: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	(If a variance is required, please explain the reason for the variance.)	
	Attach a list of all residences/businesses within 500 feet.	

Applicant Signature: 

Date: 6-2-2021

*Please see the conditions for these permits on the back of this application.
* If Council approval is required, submit application at least 45 days before event.*

Fees Received: _____

Date : _____

Final Approval Signature: _____

Date: _____

Copies to Oakridge Police Department and Public Works

Revised: Mar.4, 2010



**Rental Agreement for the
Use of Alcohol in City Facilities**

Answers Should Be Provided on a Separate Sheet of Paper

1. You will be civilly liable for any damage or injuries that may occur during your event.
2. You will be responsible for the cleanup of the facility and for any required repairs.
3. The event must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. Please provide a list of all neighboring businesses and residences and their addresses and phone numbers located within 500 feet of the activity. Each of these businesses or residents must be contacted with information about the event not more than 14 days, nor less than 7 days, prior to the event. The information must include a contact number for information requests or complaints.
5. If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.
6. Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.
7. If alcohol is approved for service by the City Council, please provide a certificate of insurance for \$1,000,000, a hold-harmless agreement, and a copy of the OLCC license after approval of the Council at least two weeks before the event.
8. You must provide appropriate security during your event commensurate to the size of the event, i.e. one security trained and easily identifiable personnel for every 100 participants with a minimum two personnel on duty at all times.
9. You must have controls in place to insure that minors do not consume alcohol at your event. Please describe.
10. You must have controls in place to insure that the adults who drink stay within the rented area. Please describe.
11. If there are any changes as far as the amount of alcohol or the number of people attending, it is your responsibility to advise the City at 541-782-2258.
12. You must abide by the above conditions and any other stipulations the City may deem necessary.
13. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of a City ordinance.

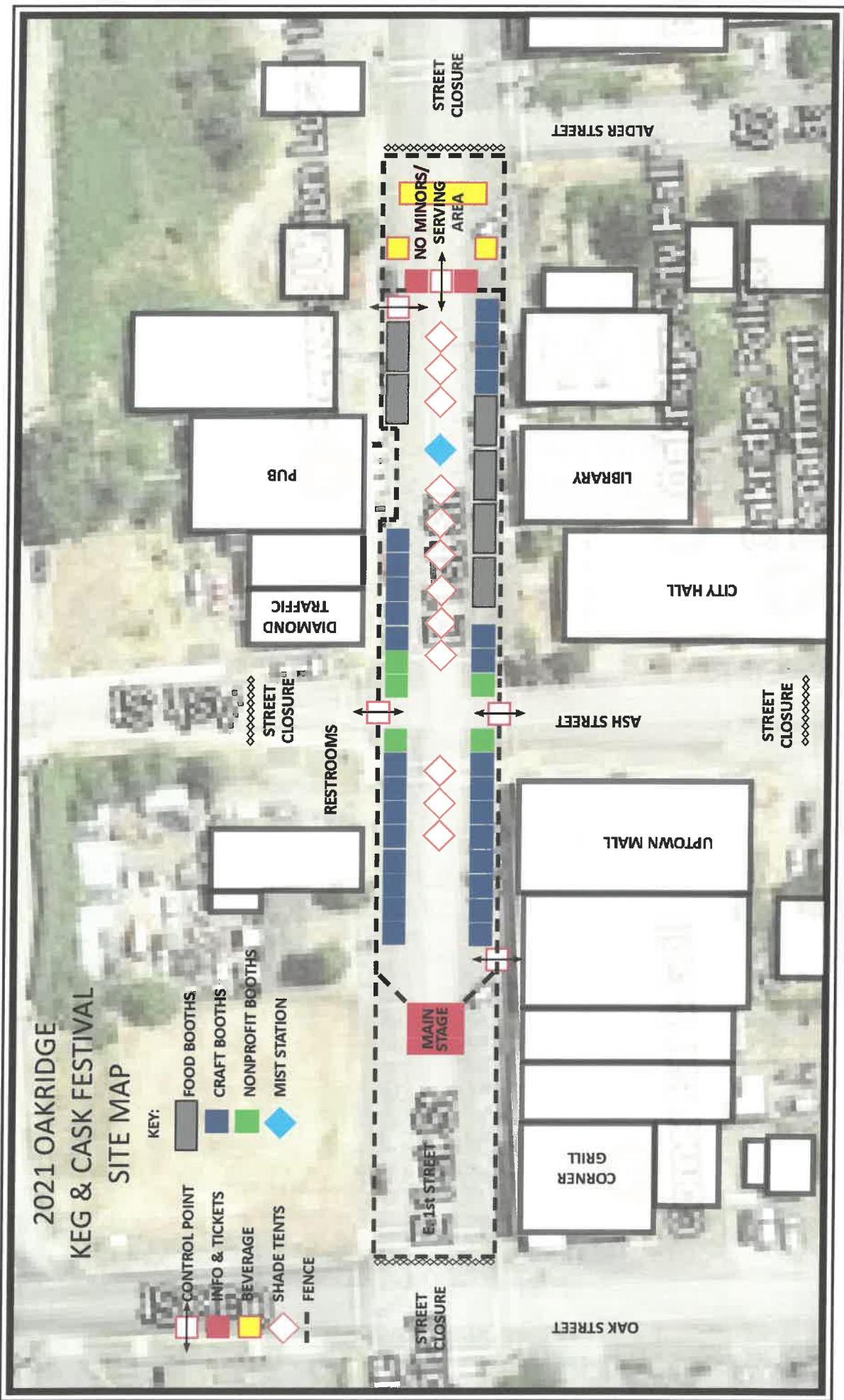
Signature

Lynne Kelley

6-2-2021

2021 OAKRIDGE KEG & CASK FESTIVAL SITE MAP

- KEY:
- CONTROL POINT
 - INFO & TICKETS
 - BEVERAGE
 - SHADE TENTS
 - FENCE
 - FOOD BOOTHS
 - CRAFT BOOTHS
 - NONPROFIT BOOTHS
 - MIST STATION



EVENT APPLICATION/PERMIT

DATE: 4-27-2021 EVENT NAME: Oakridge Keg & Cask

NAME OF EVENT COORDINATOR: Amy Kelley

ADDRESS: 48263 Y DR

PHONE: 541-537-0851

DATE OF EVENT: 8-14-2021 START TIME: 10:00 AM END TIME: 12:00 midnight

NUMBER OF PARTICIPANTS: 300-500 * 3:00 pm open 11:00 pm close NUMBER OF BOOTHS: 34 MAX will adjust per covid 19

EVENT LOCATION: 7th St - between OAK & Alder

EVENT DESCRIPTION: Fundraiser for UWCDC Food Box

Beer & Wine Tastings, Food & Non-Food Vendors & Music.

(attach additional page if more room is required for description)

APPLICANT SIGNATURE: Amy M. Kelley PHONE: 541-537-0851

CHIEF OF POLICE SIGNATURE: K. R. Mt DATE: 4-27-21

COMMENTS FROM CHIEF:



UWCDC
PO Box 677
Oakridge , OR 97463

Specialty Insurance Products

Insurance Policy Number: NAEP095225

Tel. (800) 364-2433
Email support@rvnuccio.com
Online rvnuccio.com

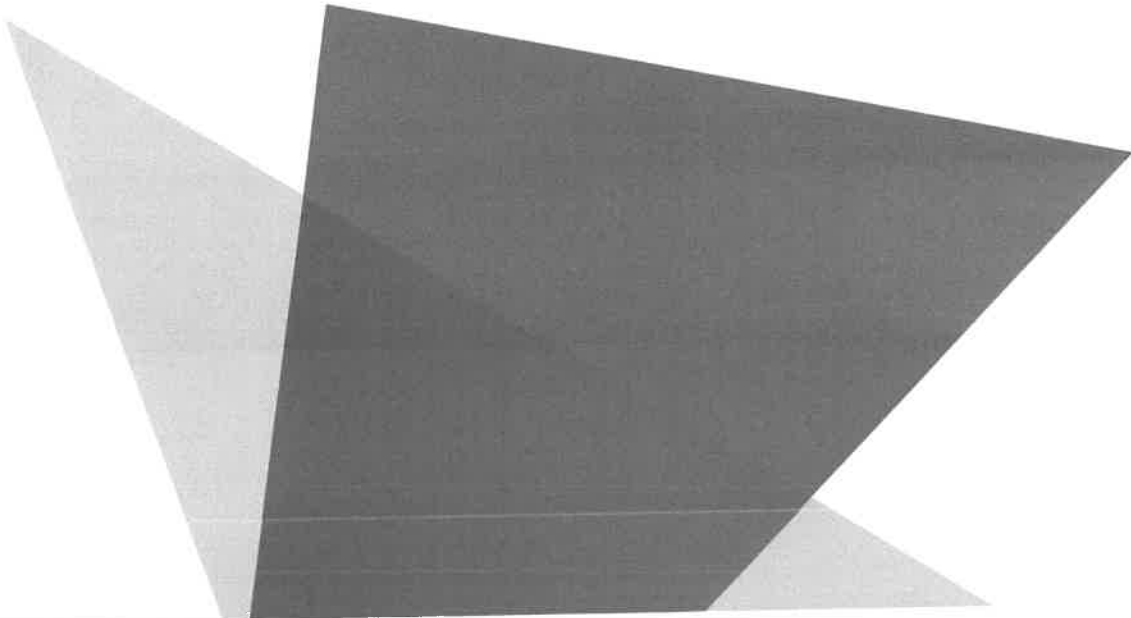
Office 10148 Riverside Drive
Toluca Lake, CA 91602

Your Insurance Policy

What's included:

- ✓ Your Certificate(s) of Insurance
- ✓ A copy of your Application
- ✓ Your Memorandum
- ✓ Your Coverages
- ✓ Your Quote Letter

Thank you for choosing R.V. Nuccio & Associates Insurance Brokers, Inc. — We look forward to helping with your specialty insurance needs.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Robert V. Nuccio PHONE (A/C, No., Ext): (800) 364-2433 E-MAIL ADDRESS: support@rvnuccio.com	FAX (A/C, No): (818) 980-1595
	INSURER(S) AFFORDING COVERAGE	
INSURED UWCDC PO Box 677 Oakridge, OR 97463	INSURER A: The American Insurance Company NAIC # 21857	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Host Liquor Liability</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		XXC80514929 NAEP095225	8/14/2021	08/15/2021	EACH OCCURRENCE	\$ 500,000
							DAMAGE TO RENTED PREMISES	\$ 50,000
							MEDICAL EXPENSE	\$ 0
							PERSONAL & ADV INJURY	\$ 500,000
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 500,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Liquor Liability			XXC80514929	8/14/2021	08/15/2021		500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured: City of Oakridge

CERTIFICATE HOLDER **CANCELLATION**

E 1st Street E 1st St. between Oak & Alder St Oakridge, OR 97463	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Robert V. Nuccio

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Certificate Number: NAEP095225

Policy Number: XXC80514929

Effective Dates: 8/14/2021 12:01am to 08/15/2021 12:01am

Additional Insured - Person, Organization or other Entity -

600002STEP 09 12

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)

E 1st Street

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

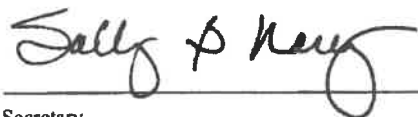
Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that **bodily injury, property damage or personal and advertising injury** is caused by the sole negligence of the Memorandum of Insurance holder.

Any Additional Insured Person(s) or Organization(s) or other Entity(ies) covered under this policy is subject to the policy forms, terms, conditions, exclusions, limitations and provisions.

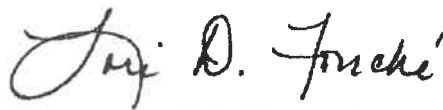
This Endorsement is otherwise subject to all the terms, conditions, exclusions, limitations, and provisions of the policy to which it is attached.

This Form must be attached to Change Endorsement when issued after the policy is written.

One of the Fireman's Fund Insurance Companies as named in the policy



Secretary



President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Robert V. Nuccio PHONE (A/C, No, Ext): (800) 364-2433 E-MAIL ADDRESS: support@rvnuccio.com	FAX (A/C, No): (818) 980-1595
	INSURER(S) AFFORDING COVERAGE	
INSURED UWCDC PO Box 677 Oakridge, OR 97463	INSURER A: The American Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Host Liquor Liability</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	XXC80514929 NAEP095225	8/14/2021	08/15/2021	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES \$ 50,000 MEDICAL EXPENSE \$ 0 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 500,000	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
A	Liquor Liability		XXC80514929	8/14/2021	08/15/2021		500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured: Additional Insured: City of Oakridge is added as Additional Insured

CERTIFICATE HOLDER
City of Oakridge
48318 E 1st St
Oakridge, OR 97463
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Robert V. Nuccio

Certificate Number: NAEP095225

Policy Number: XXC80514929

Effective Dates: 8/14/2021 12:01am to 08/15/2021 12:01am

**Additional Insured - Person, Organization or other Entity -
600002STEP 09 12**

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)

City of Oakridge

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

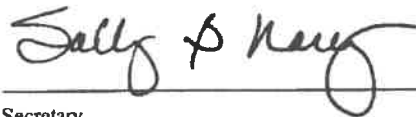
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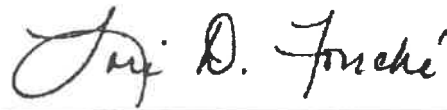
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One of the Fireman's Fund Insurance Companies as named in the policy



Secretary



President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2021

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PRODUCER R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Robert V. Nuccio PHONE (A/C, No, Ext): (800) 364-2433 E-MAIL ADDRESS: support@rvnuccio.com	FAX (A/C, No): (818) 980-1595
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The American Insurance Company	NAIC # 21857
INSURED UWCDC PO Box 677 Oakridge, OR 97463	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
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	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES	\$ 50,000
							MEDICAL EXPENSE	\$ 0
							PERSONAL & ADV INJURY	\$ 500,000
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 500,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Liquor Liability			XXC80514929	8/14/2021	08/15/2021		500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert V. Nuccio

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TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES. The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of **seven** license days per application form.

1. ELIGIBILITY: Please read the instructions to determine eligibility for a TSL-NP.

Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?

No

Yes. Please list the organization's Oregon Registry Number (not EIN): 319063-81

2. Applicant Name: UWCDC c/ Oakridge Keg & Cask Festival Committee - Amy Kelley - Chair

3. Email: oakridgekegcaskgeneral@gmail.com

4. Fax: 458-675-9135

5. Contact Person: Amy Kelley

6. Contact Phone: 541-537-0851

7. Event Name: Oakridge Keg & Cask Festival

8. Date(s) of event (no more than seven days):
Saturday, August 14, 2021

9. Start/end hours of alcohol service: 3:00 am pm to 11:00 am pm

10. Address of Special Event:

E 1st St, between Oak & Alder Streets

City

Oakridge

Zip

97463

11. Is the event outdoors? Yes No

11a. If the event is only indoors, in what area(s) of the building is the event located?

See Drawing

11b. If any part of the event is outdoors, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:

Beer & Wine Tastings

13. Will minors be allowed at the event? Yes No

14. If yes, will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 500

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #15 is 501 or more, **IN ADDITION TO** your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

Gate Monitors, I.D. Checkers, Special Wrist Bands, Night time Lighting, Reserve Police in attendance throughout event, Staff observers, Security Fencing with limited ingress/egress.

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

Gate Monitors, fencing, wrist bands, trained servers, staff observers

18. Describe your plan to manage alcohol consumption by adults:

Staff observers & Police visually monitoring, servers will be trained in identifying visually impaired. Beer sold in 3 oz increments and wine sold in 1.5 oz increments.

ALCOHOL MANAGERS

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.

Amy Kelley
Bev McCulley
Judy Rowland
Kevin Gobleman

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: The American Insurance Company

21. Policy #: XXC80514929 / NAEP095225

22. Expiration Date: 8/15/2021 12:01 am

MARIJUANA

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD REQUIREMENTS

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink? Yes No

24a. If yes, list at least three different substantial food items that will be provided:

1. Tex mex 2. BBQ 3. Hot Dogs

24b. If no, list at least two different substantial food items that will be provided:

1. 2.

GOVERNMENT RECOMMENDATION

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

Oakridge

SIGNATURE

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Name (please print):

Amy M. Kelley

27. Signature:

Amy M. Kelley

28. Date:

6-2-2021

CITY OR COUNTY USE ONLY

The city/county named in #25 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

City/County Signature:

Date:

FORM TO OLCC

This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Date:

Receipt #:

Fee Paid:

License is: Approved Denied

OLCC Signature:

Date:



PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name: UWCDC c/o Oakridge Keg & Cask Committee - Amy Kelley - Chair		
2. Email: oakridgekegcaskgeneral@gmail.com		
3. Event Name: Oakridge Keg & Cask Festival		
4. Date(s) of event: August 14, 2021		
5. Start/end hours of alcohol service: 3:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm to 11:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
6. Event Street Address E 1st St, bewtween Oak & Alder Street		
7. City: Oakridge	8. County: Lane	9. Zip: 97463
10. Will minors be allowed at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11. If yes, will minors and alcohol be allowed together in the same area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
12. Will any portion of the licensed premises be prohibited to minor patrons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area: Separated fenced area for serving with only one entrance/exit. Entrance Monitors will I.D. anyone looking 26 or younger. Only persons with proper wrist bands (I.D.'d previously) will be served.		
13. Expected total attendance <u>per day</u> in the area(s) where alcohol will be sold or consumed)?		
14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area: Amy Kelley, Bev McCulley, Judy Rowland, Kevin Gobleman		
15. Describe the primary activities within the licensed area: Beer, wine and spirits tasting, Music, food, and non-food vendors		
16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? Yes No

If no, what are the estimated times that a greater number of patrons will attend?

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

There will be no less than 12 persons monitoring patron behavior.

19. Will Alcohol Monitors work in the licensed area? Yes No

(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)

20. If yes to #19, list the minimum number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

3 Minimum number during estimated times of greater patron attendance

2 Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons:

Staff personnel will have lanyards identifying them as Event Staff

22. Will all Alcohol Monitors be required to have a service permit? Yes No

23. If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

Amy Kelley - Service permit expires 6/17/2024 - Permit Number F8645J

24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? Yes No

If yes, list Oregon Registry Number (OLCC does not accept a federal registry number or an EIN number):

319063-81

24a. If yes to #24, will the applicant use servers who don't hold a service permit? Yes No

25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

All Servers will read and sign the Oregon Liquor Control Commission's pamphlet: *What every Volunteer Alcohol Server needs to know*. Also, servers will have a training period prior to commencement of the festival.

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? Yes No

If yes, please describe:

Each Event Staff will wear Bright, colorful Lanyards identifying them as event staff.

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	16	3 oz increments
Wine	6	1.5 oz increments
Cider	16	3 oz increments
Distilled Spirits	6	1/4 oz

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

Clear wine and beer glasses will have the festival logo imprinted on them and will be specifically used for alcohol consumption.

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? One

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

- A level of lighting sufficient to read common newspaper print; or
 A level of lighting that will be (please describe):

Street Lighting, plus additional lighting provided by the festival committee.

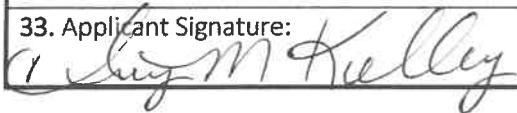
31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

All festival staff will continue to monitor the activities of the festival, particularly alcohol consumption, even while off-duty but at the event.

32. Applicant Name (please print):

Amy M. Kelley

33. Applicant Signature:



34. Date

6-2-2021

Business of the City Council

City of Oakridge, Oregon

June 17, 2021

Agenda Title: Approval of RTMP Allocations

Agenda Item No: 11.1.1

**Exhibit: (1) Approved RTMP Allocations
(2) RTMP Program 2021**

Proposed Council Action: Motions from the floor to approve.

**Agenda Bill Author: Bryan Cutchen
City Administrator: Bryan Cutchen**

ISSUE: The RTMP Committee met on May 11th and May 17th to review applications for the 2021 RTMP Program and make recommendations for allocations.

FISCAL IMPACT: \$9,625

**OPTIONS: (1) Approve the RTMP allocations.
(2) Reject or modify the RTMP allocations.**

RECOMMENDATION: Staff recommends option (1).

RECOMMENDED MOTION:

(1) I move we approve the RTMP fund allocations as recommended by the RTMP Committee.

2021 RTMP Requests

<u>Event</u>	<u>For Profit</u>	<u>Yrs Awarded</u>	<u>Expenses</u>	<u>Funding Requested</u>	<u>% of Total</u>	<u>POC</u>	<u>Approved</u>	<u>Awarded</u>	<u>Awarded Percent of Ask</u>
Concerts in the Park	N		\$ 4,995.00	\$ 2,497.50	50%	Rustie Ackland	\$ 1,750.00		0%
Oakridge Triple Summit Challenge	Y	2	\$ 6,600.00	\$ 2,000.00	30%	Devin VansCoy	\$ 1,750.00		0%
Westfir 50k	Y	0	\$ 4,400.00	\$ 1,000.00	23%	Devin VansCoy	\$ 1,000.00		0%
Oakridge/Westfir Tree Planting Festival	N		\$ 2,875.00	\$ 1,625.00	57%	Judy Rowland	\$ 1,625.00		0%
Keg & Cask	N		\$ 16,000.00	\$ 5,250.00	33%	Amy Kelley	\$ 1,750.00		0%
OAC Art Events and Gallery	N		\$ 8,400.00	\$ 5,950.00	71%	Rene Gobelman	\$ 1,750.00		0%
			\$ 43,270.00	\$ 18,322.50	42%		\$ 9,625.00	\$ -	
Annual RTMP Allotment			\$ 18,775.00			Remaining	\$ 9,150.00	\$ 18,775.00	
Funding Requested			\$ 18,322.50						

RTMP 2021 Program

Rural Tourism Marketing Program

The City of Oakridge Receives certain tax revenues through the Rural Tourism Marketing Program (RTMP) The city will use these funds to promote tourism to the Oakridge area. The focus on allocating these funds will be: attracting visitors to the area; the length of stay of visitors; county wide visitation; and return visits.

We have changed our approach to RTMP funding to allow proper and easy documentation for reporting the use of these funds as well as establishing a fair and impartial allocation. These changes will also allow consistency in future years.

Events or projects must be held during the calendar year of 2021. Submit documentation promptly (within two weeks) after the event is held. Funds will be dispersed on a reimbursement basis only. You must present receipts to prove funds have already been spent as well as proof of advertising and the actual occurrence of the event. It is your responsibility to provide proper documentation, receipts and proof. Cancelled checks attached to a corresponding itemized invoice is acceptable. Links to websites as well copies of brochures attached to paid invoices will also be accepted as advertising documentation. Pictures from the events or projects are recommended. These are just examples of documentation that will be accepted. Groups, businesses and events must be in good standing with the city before funds will be disbursed.

Applications will be available starting April 1, 2021 and are due by 5:00 pm April 30, 2021. Submissions must include the attached Request for Funding, RTMP questionnaire (with answers) and your advertising plan (if applicable).

No late submissions will be accepted.

Applications will be reviewed and scored by the RTMP Committee prior to presentation to the city council for approval. A scoring sheet that is consistent with the County's guidelines will be attached to each application for scoring. Please note, these scoring sheets may be viewed by the public upon request.

Decisions on funding will be made at the May 6, 2021 city council meeting and posted at City Hall the next day. All requests and documentation must be submitted to City Hall, Attn: City Administrator.

FOR PROFIT EVENTS WILL ONLY BE ELIGIBLE FOR FUNDING FOR 3 YEARS, STARTING WITH THE 2015 YEAR

Thank you for your interest in this program

City of Oakridge

Applications may be mailed, sent or dropped off at City Hall. Attn: City Administrator

RTMP QUESTIONNAIRE

Contact Person: _____ Phone: _____

Address: _____

Email Address: _____ Date of Event: _____

Please answer the following questions in regards to your event or project.
Answer all questions by circling Y or N

- | | |
|---|-----|
| 1. Does your event/project create motel/hotel room stays? | Y N |
| 2. Does your event/project increase room stays during the Fall or early Spring? | Y N |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y N |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | Y N |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | Y N |
| 6. Does your event/project work with other organizations to market the Oakridge area with in local, state, and private agencies? | Y N |
| 7. Do you target or monitor western Canada or international markets? | Y N |
| 8. Is this a group travel tour or package? | Y N |
| 9. Do you have a target group? | Y N |
| 10. Do you have activities included? | Y N |
| 11. Are you working with Travel Lane County? | Y N |
| 12. Do you offer incentives to promote return visits? | Y N |

On a separate piece of paper please provide an explanation for each question you marked "yes." Number your responses as above.

You **do not** need to meet all 9 criteria to be funded.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Signed: _____ Printed Name: _____

Title or relation to Group or Event: _____

REQUEST FOR FUNDING

Event: _____

Group: _____

Address: _____

Contact Person: _____

Phone: _____ Email address: _____

Fax Number: _____ Date of Event: _____

Budget Category	Expenses	% of expense you are asking to be funded	Funding Requested
<i>Personnel</i>			\$
<i>Equipment</i>	\$		\$
<i>Travel/Conferences/ Training</i>	\$		\$
<i>Supplies</i>	\$		\$
<i>Advertising</i>	\$		\$
<i>Rent/Utilities</i>	\$		\$
<i>Administrative Costs</i>	\$		\$
<i>Other</i>	\$		\$
<i>Other</i>	\$		\$
<i>Total</i>	\$		\$

Prepared by: _____

Title: _____

Signature of
Program Contact: _____

Title: _____

Note:
This form must be submitted in the original grant application.

REQUEST FOR REIMBURSEMENT

Event: _____

Group: _____

Address: _____

Contact _____

Person: _____ Email address: _____

Phone: _____ Date of Event: _____

Fax Number: _____

Budget Category	Short Description of Expense*	Reimbursement Requested*
<i>Personnel</i>		\$
<i>Equipment</i>		\$
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>		\$
<i>Advertising</i>		\$
<i>Rent/Utilities</i>		\$
<i>Administrative Costs</i>		\$
<i>Other</i>		\$
<i>Other</i>		\$
<i>Total</i>		\$
<i>Funds Requested</i>		\$

Prepared _____

by: Title: _____

Signature of Program Contact: _____

Title: _____

*** Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

Business of the City Council

City of Oakridge, Oregon

June 17, 2021

Agenda Title: Resolution Certifying the City of Oakridge Provides Required Municipal Services for State Funding

Agenda Item No: 14.1

**Exhibits:
(1) Resolution 05-2021**

Proposed Council Action: A motion from the floor to approve.

**Agenda Bill Author: Eric Kytola
City Administrator: Bryan Cutchen**

ISSUE: Certification of municipal services for state funding.

FISCAL IMPACT: Cigarette, liquor, marijuana and highway taxes are a significant part of the city's budget, loss of these revenues would make a large impact on the budget.

BACKGROUND: The Department of Administrative Services is responsible for certification of eligibility of cities for state-shared revenues (cigarette, liquor, and highway taxes) under ORS 221.760. The law provides that cities located within a county having more than 100,000 inhabitants, according to the most recent decennial census, must provide four or more municipal services to be eligible to receive the revenues. A resolution from the City Council is required to gain certification.

**OPTIONS: 1) Adopt Resolution 05-2021.
 2) Do not adopt Resolution 05-2021.**

STAFF RECOMMENDATION: Option (1)

RECOMMENDED MOTION: I move we adopt Resolution 05-2021 certifying the City of Oakridge provides four or more of required municipal services be eligible for state funding,

RESOLUTION NO. 05-2021

RESOLUTION CERTIFYING THAT THE CITY OF OAKRIDGE PROVIDES FOUR OR MORE OF THE REQUIRED MUNICIPAL SERVICES FOR STATE FUNDING

WHEREAS, [ORS.221.760] provides as follows: Section 1. The officer responsible for disbursing funds to cities under [ORS 323.455], [366.785 to 366.820] and [471.805] shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services;

Police protection
Fire protection
Street construction, maintenance, and lighting
Sanitary sewer
Storm sewers
Planning, zoning, and subdivision control
One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting in the state officer responsible for determining the eligibility of cities to receive such funds in accordance with [ORS.221.760]; The City of Oakridge certifies that it provides the following services:

- ✓ Police protection
- ✓ Fire protection
- ✓ Street construction, maintenance, and lighting
- ✓ Sanitary sewer
- ✓ Storm sewers
- ✓ Planning, zoning, and subdivision control
- ✓ Water utility services

PASSED BY THE COUNCIL of the City of Oakridge this 17th day of June, 2021.

APPROVED AND SIGNED BY THE MAYOR of the City of Oakridge this 17th day of June, 2021

Signed: _____
Kathy Holston, Mayor

Attest: _____
Jackie Sims, Assistant City Recorder

Ayes:
Nays:

Business of the City Council

City of Oakridge, Oregon

June 17, 2021

Agenda Title: Resolution Declaring the City's Election to Receive State Revenues.

Agenda Item No: 14.2

Exhibits:

(1) Resolution 06-2021

Proposed Council Action: A motion from the floor to approve.

Agenda Bill Author: Eric Kytola

City Administrator: Bryan Cutchen

ISSUE: Council approval to participate in the State Revenue Sharing program.

FISCAL IMPACT: State Revenue Sharing money is a significant part of the city's budget; loss of these revenues would make a large impact on the budget.

BACKGROUND: The Department of Administrative Services is responsible for certification of cities for state-shared revenues. The law provides that cities located within the county pass an ordinance or resolution approving participation. State Revenue Sharing Law, ORS 221.770, requires cities to annually pass a resolution requesting state revenue sharing money. A copy of this resolution must be filed with the Office of Business Administration before July 31.

**OPTIONS: (1) Adopt Resolution 06-2021
(2) Do not adopt Resolution 06-2021**

STAFF RECOMMENDATION: Option (1)

RECOMMENDED MOTION: I move we adopt of Resolution 06-2021, declaring the City's election to receive state revenues.

RESOLUTION NO. 06-2021

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to annually pass a resolution requesting state revenue sharing money and

WHEREAS, in order to receive state revenue sharing in 2021-2022, the City of Oakridge must pass a resolution approving participation in the program, and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAKRIDGE THAT,

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2021-2022.

PASSED BY THE COUNCIL of the City of Oakridge this 17th day of June, 2021.

APPROVED AND SIGNED BY THE MAYOR of the City of Oakridge this 17th day of June, 2021.

SIGNED: _____
Kathy Holston, Mayor

ATTEST: _____
Jackie Sims, Assistant City Recorder

Ayes:

Nays:

I certify that a Public Hearing before the Budget Committee was held on June 2, 2021 and a Public Hearing before the City Council was held on June 17, 2021 giving citizens an opportunity to comment on State Revenue Sharing.

Jackie Sims, Assistant City Recorder

**Business of the City Council
City of Oakridge, Oregon
June 17, 2021**

**Agenda Title: Resolution Adoption of the
FY 21-22 Budget and Imposing and
Categorizing Taxes**

**Proposed Council Action: Motion from the
floor to approve.**

Agenda Item No: 14.3

Exhibits:

- (1) Resolution 07-2021**
- (2) FY 21-22 Budget**

**Agenda Bill Author: Eric Kytola
City Administrator: Bryan Cutchen**

ISSUE: The City Council is required to adopt a balanced budget annually. This budget will provide us with a basis for evaluating the City's financial position in the new fiscal year, a year in which difficult discussions will be required to raise funding for services or significantly reduce costs and thus most likely service or the level of services to the citizens.

FISCAL IMPACT: FY 2020-2021 Budget \$ 8,000,954

**OPTIONS: (1) Approve resolution adopting the FY 21-22 Budget
(2) Do not approve the resolution**

RECOMMENDATION: Option 1

RECOMMENDED MOTION:

I move that we approve Resolution 07-2021 adopting the FY2021-2022 Budget in the amount of \$8,000,954 and making appropriations and imposing and categorizing taxes

RESOLUTION NO. 07-2021

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Oakridge, Oregon, hereby adopts the budget for fiscal year 2021-2022 in the total amount of \$8,000,954. This budget is now on file at www.oakridge.or.us.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

GENERAL FUND

Administrative	783,392
Building/Planning	96,800
Police	1,112,090
Library	34,750
Parks	89,370
Willamette Activity Center (WAC)	36,025
Municipal Court	77,865
Not Allocated to Program:	
Materials & Services	45,900
Transfers Out	970,297
Contingency	4,000
TOTAL APPROPRIATIONS - GENERAL FUND	<u>3,250,489</u>

STREET FUND

Street Program	334,000
Not Allocated to Program:	
Transfers Out	2,000
TOTAL APPROPRIATIONS - STREET FUND	<u>336,000</u>

EMERGENCY SERVICES FUND

Fire/EMS Services	<u>1,182,030</u>
TOTAL APPROPRIATIONS - EMERGENCY SERVICES FUND	<u>1,182,030</u>

WOOD STOVE REPLACEMENT FUND	
Wood Stove Replacement	- 0 -
Not Allocated to Program:	
TOTAL APPROPRIATIONS -	<hr/>
WOOD STOVE REPLACEMENT FUND	<u>0</u>
BICYCLE/PEDESTRIAN PATH FUND	
Bicycle/Pedestrian Path Program	0
Not Allocated to Program:	
Contingency	<u>10,076</u>
TOTAL APPROPRIATIONS -	
BICYCLE/PEDESTRIAN PATH FUND	<u>10,076</u>
OAKRIDGE INDUSTRIAL PARK FUND	
Oakridge Industrial Park	230,640
Not Allocated to Program:	
Debt Service	- 0 -
Interfund Loans	- 0 -
Contingency	<u>40,000</u>
TOTAL APPROPRIATIONS -	
OAKRIDGE INDUSTRIAL PARK FUND	<u>270,640</u>
WATER FUND	
Water Utility	796,585
Not Allocated to Program:	
Debt Service	229,043
Transfers Out	25,000
Interfund Loans	- 0 -
Contingency	<u>35,000</u>
TOTAL APPROPRIATIONS - WATER FUND	<u>1,085,628</u>
WASTEWATER FUND	
Wastewater Utility	784,210
Not Allocated to Program:	
Debt Service	17,800
Interfund Loans	- 0 -
Contingency	<u>35,000</u>
TOTAL APPROPRIATIONS - WASTEWATER FUND	<u>837,010</u>

STORMWATER FUND

Stormwater Utility	10,800
Not Allocated to Program:	
Contingency	<u>20,000</u>
TOTAL APPROPRIATIONS - STORMWATER FUND	<u>30,800</u>
TOTAL APPROPRIATIONS, All Funds	7,002,673
TOTAL UNAPPROPRIATED AMOUNTS, All Funds	<u>998,281</u>
TOTAL BUDGET	<u><u>8,000,954</u></u>

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021- 2022 at the rate of \$7.1996 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

PASSED by the Council of the City of Oakridge this 17th day of June, 2021.

APPROVED AND SIGNED by the Mayor of the City of Oakridge this 17th day of June, 2021.

Signed: _____
Kathy Holston, Mayor

Attest: _____
Jackie Sims, Assistant City Recorder

Ayes:

Nays:

**City of Oakridge, Oregon
Proposed Budget FY 21-22
Budget Summary**

General Fund Budget Summary

	Adopted FY 21-22
Beginning Fund Balance (Deficit)	\$60,000
Current Resources	<u>3,204,796</u>
TOTAL RESOURCES	<u><u>\$3,264,796</u></u>
Requirements (Appropriation Level):	
Administrative	\$783,392
Building/Planning	96,800
Police	1,112,090
Library	34,750
Parks	89,370
WAC	36,025
Muni Court	77,865
Non-departmental:	
Materials & Services	45,900
Interfund Transfers & Loans - Out	970,297
Contingency	4,000
Total Requirements (Appropriation Level):	<u>\$3,250,489</u>
Requirements - Unappropriated:	
Reserves for Future Expenditures	
Unappropriated Ending Fund Balance	14,307
TOTAL REQUIREMENTS	<u><u>\$3,264,796</u></u>

TOTAL BUDGET - SUMMARY BY FUND

Total Budget by Fund:	Proposed FY 21-22
General Fund	\$3,264,796
Street Fund	434,000
Emergency Services Fund	1,182,630
Water Fund Reserve	54,040
Woodstove Replacement Fund	17,312
Bicycle and Pedestrian Path Fund	10,076
Water Bond Fund	120,683
Oakridge Industrial Park Fund	547,100
Water Fund	1,293,700
Waste Water Fund	1,007,567
Stormwater Fund	69,050
TOTAL CITY BUDGET	<u><u>\$8,000,954</u></u>

City of Oakridge, Oregon
Adopted Budget FY 21-22
Budget Transfers, Loans, and Allocations

Budgeted Transfers In / Out

	<u>Adopted</u>	
	<u>In</u>	<u>Out</u>
1 General Fund	\$0	\$565,000
2 Street Fund	-	2,000
3 Emergency Services Fund	565,000	-
4 Bicycle/Pedestrian Path Fund	2,000	-
5 Water Fund Reserve	25,000	-
6 Water Fund	-	25,000
Total In and Out	\$592,000	\$592,000

Budgeted Loans In / Out

	<u>Adopted</u>	
	<u>In</u>	<u>Out</u>
1 General Fund	\$0	\$0
2 Street Fund	-	-
3 Emergency Services Fund	-	-
4 Bicycle/Pedestrian Path Fund	-	-
5 Water Fund Reserve	-	-
6 Water Fund	-	-
Total In and Out	\$0	\$0

Admin Overhead Allocations-Funds In/Out

	<u>Adopted</u>	
	<u>In</u>	<u>Out</u>
1 General Fund	\$361,300	\$0
2 Street Fund		25,800
3 Emergency Services Fund	-	80,700
4 Oakridge Industrial Park	-	26,500
5 Water Fund	-	138,900
6 Wastewater Fund	-	86,400
7 Storm Water Fund	-	3,000
Total In and Out	\$361,300	\$361,300

Admin Overhead Allocations-Departments In/Out

	<u>Adopted</u>	
	<u>In</u>	<u>Out</u>
1 Administration	\$166,250	\$0
2 Building/Planning	-	35,300
3 Police	-	82,850
4 Library	-	8,050
5 Parks	-	26,000
6 WAC	-	6,750
7 Muncipal Court	-	7,300
Total In and Out	\$166,250	\$166,250

**RESOURCES
GENERAL FUND**

City of Oakridge

Historical Data				RESOURCE DESCRIPTION	Budget FY 2021-22			
Actual			Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget this year 2020-21						
1								1
2	149,414	129,648	25,000	Net Working Capital (accrual basis)	60,000	60,000	60,000	2
3	43,084	18,264	23,000	Previously levied taxes estimated to be received	9,000	9,000	9,000	3
4				Interest:				4
5	9,445	6,793	5,000	Interest - general	5,000	5,000	5,000	5
6	2,881	2,635	2,000	Interest on previously levied taxes	1,600	1,600	1,600	6
7				Transfers & Loans				7
8			120,000	Transfer from Water for 14% Public Safety	-	-	-	8
9		75,000	585,297	Loans from Water	45,000	-	-	9
10				OTHER RESOURCES				10
11	76,835	65,359	88,000	Fines & Forfeitures	42,000	42,000	42,000	11
12		4,026		DEQ Smoke Management Grant	-	-	-	12
13	11,945	11,370	11,000	WAC Room Rent	11,000	3,667	3,667	13
14	700	1,345	2,000	Planning	1,000	1,000	1,000	14
15	3,187	1,885	2,500	Fall Fun Night / Shop with a cop	2,500	2,500	2,500	15
16	32,439	33,275	34,100	Westfir Police Services Contract	40,263	40,263	40,263	16
17		5,376	97,153	CARES Act Grant	-	-	-	17
18	46,023	58,560	51,000	State Liquor Tax	56,000	56,000	56,000	18
19	18,113	17,255	16,000	State Marijuana Tax	28,000	28,000	28,000	19
20	10,564	15,930	18,000	Ord. 924 tax	35,000	35,000	35,000	20
21	4,374	4,108	4,300	Cigarette Tax	4,100	4,100	4,100	21
22	28,872	24,702	34,000	Transient Room Tax	23,000	23,000	23,000	22
23	17,474	28,232	19,900	Telecommunications License Fees	19,900	19,900	19,900	23
24	195,488	190,404	198,000	Franchise Fees	190,000	190,000	190,000	24
25	157,459	47,958	80,000	Licenses & Permits Fees	60,000	60,000	60,000	25
26	1,404	1,316	1,800	Library Revenue	1,300	1,300	1,300	26
27	3,936	1,494	2,500	Library Donations & Sales	1,500	1,500	1,500	27
28	1,000	1,000	1,000	Library SRP - Cards 4 Kids	1,000	1,000	1,000	28
29	33,135	35,659	29,500	State Revenue Sharing	32,200	32,200	32,200	29
30	-	-	75,000	LRAPA Code Enforcement	57,996	57,996	57,996	30
31	27,300	28,123	28,900	Lowell Police Services Contract	29,700	29,700	29,700	31
32	-	-	-	Lowell Municipal Court Fees	-	-	-	32
33	15,000	8,383	-	School District School Resource Officer	-	-	-	33
34	140	21	-	WAC Vending Machine	20	20	20	34
35		3,000	-	State Library of Oregon Grant	-	-	-	35
36		-	160,000	ODOT/IMBA Grant	-	-	-	36
37	-	-	-	ODOT HWY 58 Crosswalk Grant	-	-	-	37
38		5,000	10,000	Ford Foundation Grant	-	-	-	38
39		19,473	-	USDA Patrol	-	-	-	39
40	18,112	18,850	18,900	RTMP Funds	18,900	18,900	18,900	40
41	586,000	671,000	595,900	Administrative Overhead	595,900	527,550	527,550	41
42	42,000	45,000	-	Water Payment in Lieu of Franchise	-	-	-	42
43	35,000	38,000	-	Sewer Payment in Lieu of Franchise	-	-	-	43
44				LCOG Fiber Lease	-	-	-	44
45	7,610	9,659	7,000	Dead Mountain Tower Rent	7,000	7,000	7,000	45
46		2,955	3,000	Parks Revenues/Donations	3,000	3,000	3,000	46
47	20,827	1,304	3,000	Misc. Income	3,000	3,000	3,000	47
48	2,648	1,323	2,000	Misc Income Police	2,000	2,000	2,000	48
49				American Rescue Plan grant	343,000	343,000	343,000	49
50	166,340	31,148	-	Insurance Proceeds	-	-	-	50
51				Imposed Public Safety Fee		540,000	540,000	51
52	1,768,749	1,664,833	2,354,750	Total resources, except taxes to be levied	1,729,879	2,149,196	2,149,196	52
53			1,073,000	Taxes estimated to be received	1,115,600	1,115,600	1,115,600	53
54	1,000,443	1,090,763		Taxes collected in year levied				54
55	2,769,192	2,755,596	3,427,750	TOTAL RESOURCES	2,845,479	3,264,796	3,264,796	55

DETAILED REQUIREMENTS

FORM
LB-31

**GENERAL FUND
ADMINISTRATION**

City of Oakridge

	Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
1				PERSONNEL SERVICES				1
2	96,494	76,012	76,800	Health Insurance	63,700	63,700	63,700	2
3	78,621	62,613	94,500	PERS	85,650	85,650	85,650	3
4	929	1,612	2,000	Worker's Comp	1,500	1,500	1,500	4
5	28,506	31,926	25,000	Payroll Taxes	32,700	32,700	32,700	5
6	2,160	3,085	2,700	Overtime	3,400	3,400	3,400	6
7	5,176	276	7,300	Unemployment/Personnel		-	-	7
8	173,896	92,550	92,100	City Administrator	90,330	90,330	90,330	8
9		-	18,300	PW Overhead to Other Funds	18,300	18,300	18,300	9
10	125,633	61,491	74,800	City Recorder/Finance Director	70,125	70,125	70,125	10
11	36,267	40,708	42,400	AP/UB	43,250	43,250	43,250	11
12	150	34	-	Employee Allowance	-	-	-	12
13	6,000		-	Payroll Specialist/Project Admin	-	-	-	13
14	40,165	45,863	46,900	Assistant Planner	47,850	47,850	47,850	14
15	52,248	63,274	-	Comm Srv's Coord	-	-	-	15
16				Floating Holiday 1	960	960	960	16
17				Floating Holiday 2	960	960	960	17
18	10,125	9,000	9,000	VEBA Contributions	9,000	6,750	6,750	18
19	805	483	700	Life/LTD	700	700	700	19
20	657,176	488,927	492,500	TOTAL PERSONNEL SERVICES	468,425	466,175	466,175	20
21	5.00	5.50	4.70	Total Full-Time Equivalent (FTE)	4.00	4.00	4.00	21
22				MATERIALS & SERVICES				22
23	23,620	23,638	21,647	Materials & Supplies	17,000	17,000	17,000	23
24				Telephone	5,426	5,426	5,426	24
25	13,909	6,707	9,000	Bank/Financial Fees	4,400	4,400	4,400	25
26	17,571	16,676	16,000	Utilities	12,500	12,500	12,500	26
27	125,139	131,698	135,000	Insurance	139,500	139,500	139,500	27
28	3,286	5,076	2,000	Advertising	1,000	1,000	1,000	28
29				Internet	875	875	875	29
30	10,736	10,370	11,000	Membership/Dues	11,000	11,000	11,000	30
31	620	2,854	2,000	Travel and Training (Staff)	2,000	2,000	2,000	31
32	14,449	8,502	12,000	Travel and Training (City Council)	6,000	6,000	6,000	32
33		24,044	40,000	Professional Non Legal	10,000	10,000	10,000	33
34	41,327	51,551	47,000	Audit/Accounting	47,000	47,000	47,000	34
35	38,651	23,912	22,000	Professional Services/Legal	20,000	20,000	20,000	35
36	-		250	Safety Committee	-	-	-	36
37	435		250	Awards and Recognition	250	250	250	37
38	-		3,000	Election Expense	3,000	3,000	3,000	38
39	5,512	732	2,000	City Administrator Expense	2,000	2,000	2,000	39
40	7,067	4,260	6,509	Computer Equip/Supplies/Support	5,000	5,000	5,000	40
41	13,491	(657)	2,500	Misc Expense/New Equipment	2,500	2,500	2,500	41
42	7,537	10,106	7,100	Building Maintenance (City Hall)	7,100	7,100	7,100	42
43		990	10,000	Ford Foundation Grant	-	-	-	43
44	2,192	225	12,600	Community Projects	2,000	2,000	2,000	44
45	12,000	12,000	12,000	Special Mobility Services	12,000	12,000	12,000	45
46	337,542	332,684	373,856	TOTAL MATERIALS & SERVICES	310,551	310,551	310,551	46
47				CAPITAL OUTLAY				47
48		3,331		Radio lease	1,666	1,666	1,666	48
49	-	5,359	-	New Equipment	5,000	5,000	5,000	49
50	-	8,690		TOTAL CAPITAL OUTLAY	6,666	6,666	6,666	50
51	994,718	830,301	866,356	TOTAL REQUIREMENTS	785,642	783,392	783,392	51

DETAILED REQUIREMENTS

FORM
LB-31

GENERAL FUND
BUILDING/PLANNING

City of Oakridge

Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21						
1			MATERIALS & SERVICES				1	
2	118,561	28,684	60,000	Professional Services -Bdg Inspec-75%-Mort	60,000	60,000	60,000	2
3	584	1,914	1,500	Planning Services	1,500	1,500	1,500	3
4			50,000	Admin Overhead	50,000	35,300	35,300	4
5	119,145	30,598	111,500	TOTAL MATERIALS & SERVICES	111,500	96,800	96,800	5
6	119,145	30,598	111,500	TOTAL REQUIREMENTS	111,500	96,800	96,800	6

DETAILED REQUIREMENTS

FORM
LB-31

**GENERAL FUND
POLICE**

City of Oakridge

	Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
1				PERSONNEL SERVICES				1
2	143,555	136,869	136,774	Health Insurance	143,400	143,400	143,400	2
3	122,639	141,712	129,102	PERS	162,200	162,200	162,200	3
4	16,167	4,459	15,587	Worker's Compensation	12,680	12,680	12,680	4
5	31,930	33,633	30,141	Payroll Taxes	35,000	35,000	35,000	5
6	46,852	57,575	63,429	Overtime	48,000	48,000	48,000	6
7	2,925	4,591	9,600	Standby	12,000	12,000	12,000	7
8	330	390	360	Employee Allowance	360	360	360	8
9	-	-	-	USFS Contract	-	-	-	9
10	82,100	88,766	90,400	Police Chief	89,200	89,200	89,200	10
11	202,434	211,842	223,876	Patrol Officers	230,000	230,000	230,000	11
12	12,844	28,517	-	Dispatch-Support Services Clerk	-	-	-	12
13	56,433	57,933	62,300	Communications-Support Services Sergeant	64,000	64,000	64,000	13
14	13,675		-	Code Enforcement Officer	-	-	-	14
15				Vacation Buy-Out	7,300	7,300	7,300	15
16	14,063	13,500	13,500	VEBA Contributions	13,500	13,500	13,500	16
17	956	471	357	Life/LTD Insurance	500	500	500	17
18	-		-	Severance Benefits	-	-	-	18
19	746,903	780,258	775,426	TOTAL PERSONNEL SERVICES	818,140	818,140	818,140	19
20	7.50	8.60	6.00	Total Full-Time Equivalent (FTE)	6.00	6.00	6.00	

21				MATERIALS & SERVICES				21
22	7,553	(974)	-	School Resource Officer	-	-	-	22
23	3,029	4,351	3,000	Reserve Patrol Officers	3,000	3,000	3,000	23
24	8,466	13,681	11,897	Materials and supplies	11,000	11,000	11,000	24
25	5,245	(41)	3,000	Seasonal worker	-	-	-	25
26				Telephone	6,350	6,350	6,350	26
27	10,982	15,988	11,000	Utilities	8,300	8,300	8,300	27
28		127		Insurance Property & Casualty	-	-	-	28
29				Internet	350	350	350	29
30	4,134	1,310	8,000	Memberships/Dues/Subscriptions	2,300	2,300	2,300	30
31		1,361	500	Cadet/Explorer expense	500	500	500	31
32	6,651	7,341	7,000	Travel and Training	7,000	7,000	7,000	32
33	11,148	1,427	4,000	Professional Services Non Legal	4,000	4,000	4,000	33
34	63,840	65,756	71,000	Dispatch Services LCSO	73,200	73,200	73,200	34
35			78,800	Administrative Overhead	78,800	82,850	82,850	35
36	903	327	1,000	Uniform	1,000	1,000	1,000	36
37	4,163	7,175	8,000	Uniform Allowance	8,300	8,300	8,300	37
38	4,438	2,221	1,500	Equipment Maintenance and Repair	1,500	1,500	1,500	38
39	2,287	4,217	3,500	Radio Maintenance and Repairs	3,500	3,500	3,500	39
40	5,989	9,467	6,100	Vehicle Maintenance	6,100	6,100	6,100	40
41	3,377	8,417	6,000	Vehicle Repair	6,000	6,000	6,000	41
42	21,776	23,622	26,000	Fuel	26,000	26,000	26,000	42
43	10,505	8,841	14,101	New Equipment (less than \$5,000)	9,000	9,000	9,000	43
44	110	-	400	Animal Control Supplies	400	400	400	44
45	202	-	400	Crime Prevention Program	400	400	400	45
46	2,752	1,854	3,000	Fall Fun Night /Shop with a Cop	3,000	3,000	3,000	46
47				Dispatch Communications	-	-	-	47
48	5,520	5,379	5,000	Public Safety Assessment	5,000	5,000	5,000	48
49			900	Photo/Media Supplies	900	900	900	49
50	3,000	1,825	4,900	Ammunition	4,900	4,900	4,900	50
51	512	553	2,000	Investigations	2,000	2,000	2,000	51
52	1,729	11,028	6,800	Computer Support Systems	5,000	5,000	5,000	52
53	367	2,892	2,000	Jail Expense	2,000	2,000	2,000	53
54			900	Dead Mountain Lease	900	900	900	54
55				PPE supplies	3,000	3,000	3,000	55
56	188,678	198,145	290,698	TOTAL MATERIALS & SERVICES	283,700	287,750	287,750	56
57				CAPITAL OUTLAY				57
58	-	20,368	6,200	New Radios- Payment	6,200	6,200	6,200	58
59	-	11,000		New Equipment Capital	-	-	-	59
60	-	31,368	6,200	TOTAL CAPITAL OUTLAY	6,200	6,200	6,200	60
61				Transfers				61
62	4,500	-	-	Transfer to WW	-	-	-	62
63	4,500	-	-	Transfer to Water	-	-	-	63
64	9,000	-	-	Total Transfers	-	-	-	64
65	944,581	1,009,771	1,072,324	TOTAL REQUIREMENTS	1,108,040	1,112,090	1,112,090	65

DETAILED REQUIREMENTS

FORM
LB-31

GENERAL FUND
LIBRARY

City of Oakridge

Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22			
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
1			PERSONNEL SERVICES				1
2		99	Health Insurance	-	-	-	2
3	12	(3)	Worker's Comp	100	100	100	3
4	771	764	Payroll Taxes	800	800	800	4
5	9,783	9,728	Library Coordinator	10,000	10,000	10,000	5
6		-	Life/LTD	-	-	-	6
7	10,566	10,588	TOTAL PERSONNEL SERVICES	10,900	10,900	10,900	7
	0.25	0.25	Total Full-Time Equivalent (FTE)	0.25	0.25	0.25	
8			MATERIALS & SERVICES				8
9	3,361	3,488	Materials and Supplies	2,400	2,400	2,400	9
10	470	231	Telephone	300	300	300	10
11	2,222	2,437	Utilities	1,700	1,700	1,700	11
12	1,035	1,005	Travel and Training	500	500	500	12
13			Administrative Overhead	7,600	8,050	8,050	13
14	60	2,938	Computer Support	500	500	500	14
15	1,234	830	Misc Expense/New Equipment	900	900	900	15
16	1,873	865	Summer Reading Program	1,000	1,000	1,000	16
17	525	-	SRP Grant Support	300	300	300	17
18	4,986	1,874	Acquisitions and Books	1,500	1,500	1,500	18
19	1,689	2,896	Donation Acquisitions	2,000	2,000	2,000	19
20	4,197	4,222	Sirsi System	4,300	4,300	4,300	20
21	395	323	OCLC Cataloging	400	400	400	21
22	22,047	21,109	TOTAL MATERIALS & SERVICES	23,400	23,850	23,850	22
23			CAPITAL OUTLAY				23
24				-	-	-	24
25	-	-	TOTAL CAPITAL OUTLAY	-	-	-	25
26	32,613	31,697	TOTAL REQUIREMENTS	34,300	34,750	34,750	26

DETAILED REQUIREMENTS

FORM
LB-31

**GENERAL FUND
PARKS**

City of Oakridge

	Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
1				PERSONNEL SERVICES				1
2	-	-	20,300	Public Works Personnel Allocation	20,300	20,300	20,300	2
3	-	-	20,300	TOTAL PERSONNEL SERVICES	20,300	20,300	20,300	3
4	-	-	0.20	Total Full-Time Equivalent (FTE)	0.20	0.20	0.20	4
5				MATERIALS & SERVICES				5
6	-	-	19,000	Seasonal Workers	19,570	19,570	19,570	6
7	12,961	6,496	8,636	Materials and Supplies	8,500	8,500	8,500	7
8		18		Telephone	-	-	-	8
9	11,849	4,937	10,000	Utilities	10,000	10,000	10,000	9
10	-	-	30,700	Administrative Overhead	30,700	26,000	26,000	10
11	5,169	1,481	1,700	Building Maintenance	1,700	1,700	1,700	11
12	-		-	Fuel	-	-	-	12
13	-	4,501	3,200	Equipment under \$5,000	3,200	3,200	3,200	13
14	80	-	100	Project/Events	100	100	100	14
15	30,059	17,433	73,336	TOTAL MATERIALS & SERVICES	73,770	69,070	69,070	15
16				CAPITAL OUTLAY				16
17	-		160,000	ODOT/IMBA Grant	-	-	-	17
18	-		-	Park Improvements	-	-	-	18
19	-	-	160,000	TOTAL CAPITAL OUTLAY	-	-	-	19
20	30,059	17,433	253,636	TOTAL REQUIREMENTS	94,070	89,370	89,370	20

DETAILED REQUIREMENTS

FORM
LB-31

GENERAL FUND
WILLAMETTE ACTIVITY CENTER (WAC)

City of Oakridge

Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22			
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted by Governing Body	
Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
1			PERSONNEL SERVICES				1
2	234		Public Works Personnel Allocation	12,900	6,450	6,450	2
3							3
4	234	-	TOTAL PERSONNEL SERVICES	12,900	6,450	6,450	4
5	-	-	Total Full-Time Equivalent (FTE)	0.10	0.10	0.10	5
6			MATERIALS & SERVICES				6
7	4,449	230	Materials and Supplies	3,200	1,600	1,600	7
8	-	-	Seasonal Workers	8,250	5,500	5,500	8
9	-	190	Telephone	550	275	275	9
10	16,586	5,929	Utilities	16,500	11,000	11,000	10
11			Administrative Overhead	16,000	6,750	6,750	11
12	3,453	2,076	Building Maintenance	4,500	2,250	2,250	12
13	5,388		Property Taxes	4,400	2,200	2,200	13
14							14
15	29,876	8,425	TOTAL MATERIALS & SERVICES	53,400	29,575	29,575	15
16	30,110	8,425	TOTAL REQUIREMENTS	66,300	36,025	36,025	16

DETAILED REQUIREMENTS

FORM
LB-31

GENERAL FUND
MUNICIPAL COURT

City of Oakridge

Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21						
1			PERSONNEL SERVICES				1	
2	7,410	8,891	8,900	Health Insurance	9,400	9,400	9,400	2
3	5,111	6,335	6,500	PERS	7,700	7,700	7,700	3
4	6	11	50	Worker's Comp	50	50	50	4
5	1,971	1,659	1,700	Payroll Taxes	1,800	1,800	1,800	5
6	19,904	21,962	22,664	Court Clerk	23,800	23,800	23,800	6
7				Floating Holiday 1	170	170	170	7
8				Floating Holiday 2	170	170	170	8
9	1,125	1,125	1,200	VEBA Contributions	1,200	1,125	1,125	9
10	194	83	50	Life/LTD	50	50	50	10
11	35,721	40,066	41,064	TOTAL PERSONNEL SERVICES	44,340	44,265	44,265	11
12	0.50	0.50	0.50	Total Full-Time Equivalent (FTE)	0.50	0.50	0.50	12
13				MATERIALS & SERVICES				13
14	3,273	1,997	-	Materials and Supplies	-	-	-	14
15	-	-	-	Utilities	-	-	-	15
16	375	225	500	Travel and Training	-	-	-	16
17	20,345	20,345	20,900	Muni Court Judge - Contract	20,900	20,900	20,900	17
18	8,555	-	6,900	Admin OH	6,900	7,300	7,300	18
19	8,319	8,373	14,500	State Court Fees	5,400	5,400	5,400	19
20	-	-	-	Lane County Court Fees	-	-	-	20
21		828		Court Expense	-	-	-	21
22								22
23	40,867	31,768	42,800	TOTAL MATERIALS & SERVICES	33,200	33,600	33,600	23
24	76,588	71,834	83,864	TOTAL REQUIREMENTS	77,540	77,865	77,865	24

DETAILED REQUIREMENTS

FORM
LB-30B

**GENERAL FUND
REQUIREMENTS NOT ALLOCATED**

City of Oakridge

Historical Data			REQUIREMENTS DESCRIPTION	Budget FY 2021-22			
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
1			MATERIALS & SERVICES				
2	37,780	6,041	19,000	RTMP Fund Projects	18,000	18,900	18,900
3	-	-		ODOT HWY 58 Crosswalk Grant	-	-	-
4	11,636	14,132	30,000	Transient Income Projects	15,000	23,000	23,000
5		4,026		DEQ Smoke Mgmt Grant Exp	-	-	-
6	-		10,000	Seasonal Workers	4,000	4,000	4,000
7							
8	49,416	24,199	59,000	TOTAL MATERIALS & SERVICES	37,000	45,900	45,900
9				DEBT SERVICE			
10							
11	-	-	-	TOTAL DEBT SERVICE	-	-	-
12				SPECIAL PAYMENTS			
13							
14	-	-	-	TOTAL SPECIAL PAYMENTS	-	-	-
15				INTERFUND TRANSFERS - OUT			
16	400,000	650,000	613,151	Transfer Emergency Services - Admin	-	565,000	565,000
17		5,000		Transfer to Woodstove Fund	-	-	-
18			8,032	Transfer to Wastewater			
19			6,582	Transfer to Water			
20			2,511	Transfer to OIP			
21				Repay Water Loan	255,297	255,297	255,297
22			95,000	Repay Wastewater Loan	150,000	150,000	150,000
23			-	Repay OIP Loan	-	-	-
24			55,044	Transfer to Streets	114,000	-	-
25	400,000	655,000	780,320	TOTAL INTERFUND TRANSFERS - OUT	519,297	970,297	970,297
26				CONTINGENCY			
27		-	-	Operating Contingency	-	4,000	4,000
28	-	-	-	TOTAL OPERATING Contingency	-	4,000	4,000
29	449,416	679,199	839,320	TOTAL REQUIREMENTS NOT ALLOCATED	556,297	1,020,197	1,020,197
30	2,227,814	2,000,059	2,487,681	TOTAL ORG. UNIT/PROGRAM REQUIREMENTS	2,277,392	2,230,292	2,230,292
31							
32				RESERVED FOR FUTURE EXPENDITURES			
33							
34	-	-	-	TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	-
35	129,647			Total Ending Fund Balance - Unrestricted (prior years)			
36							
37			100,749	UNAPPROPRIATED ENDING FUND BALANCE	11,790	14,307	14,307
38	2,806,877	2,679,258	3,427,750	TOTAL REQUIREMENTS	2,845,479	3,264,796	3,264,796

SPECIAL FUND
RESOURCES AND REQUIREMENTS

STREET FUND

City of Oakridge

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22				
Actual		Adopted Budget FY 2020- 21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20							
			RESOURCES					
1							1	
2	118,808	99,867	41,000	Net Working Capital (accrual basis)	92,000	92,000	92,000	2
3	1,839	-	55,044	Transfers from Gen Fund	114,000	-	-	3
4		-	27,000	Loans from water Fund	-	-	-	4
			OTHER RESOURCES					
5								5
6	239,237	225,385	235,000	State Gas Tax	233,000	233,000	233,000	6
7	54,000	75,733	60,000	Fuel Dealer's License Fee	90,000	90,000	90,000	7
8		-	-	Lane Electric Franchise	-	-	-	8
9	3,905	3,105	2,500	Greenwaters Rest Area	3,100	3,100	3,100	9
10		-	-	State Highway Rest Area	-	-	-	10
11		-	100,000	ODOT Small City Allotment	-	-	-	11
12	-	-	200	LID #19 Rainbow Rd. Assessment	-	-	-	12
13	(1,397)	7,198	3,200	LID #20 Second St. Assessment.	3,200	3,200	3,200	13
14	3,616	2,949	-	LID #17 Union St. Assessment	-	-	-	14
15	2,014	9,589	2,000	LID #21 N. Ash Street Assessment	1,200	1,200	1,200	15
16	1,511	1,642	1,500	Misc Income	1,000	1,000	1,000	16
17		-	10,500	PW Overhead to Other Funds	10,500	10,500	10,500	17
18	423,533	425,468	537,944	TOTAL RESOURCES	548,000	434,000	434,000	18
			REQUIREMENTS					
			PERSONNEL SERVICES					
19								19
20								20
21	9,085	8,992	22,200	Health Insurance	15,500	15,500	15,500	21
22	12,971	14,932	23,900	PERS	18,500	18,500	18,500	22
23	4,885	2,201	4,600	Workers Comp	3,900	3,900	3,900	23
24	3,816	3,987	5,600	Payroll Taxes	4,600	4,600	4,600	24
25	5,826	5,137	4,900	Overtime	4,900	4,900	4,900	25
26		1,282	4,000	Standby	1,500	1,500	1,500	26
27	-	-	6,500	Utility Worker 2	6,800	6,800	6,800	27
28		-	18,900	Utility Worker 3	-	-	-	28
29	-	-	15,100	Public Works Crew Leader	15,400	15,400	15,400	29
30	42,351	45,442	14,700	Utility Worker 1 A	14,750	14,750	14,750	30
31		-	7,500	Utility Worker 1 B	7,500	7,500	7,500	31
32	1,435	-	-	Community Services/Assistant to Administrator	-	-	-	32
33				Vacation Buy-Out	500	500	500	33
34				Floating Holiday 1	240	240	240	34
35				Floating Holiday 2	240	240	240	35
36	2,250	2,250	2,500	VEBA Contributions	2,250	2,250	2,250	36
37	5	8	100	Life/LTD	50	50	50	37
38								38
39	82,624	84,231	130,500	TOTAL PERSONNEL SERVICES	96,630	96,630	96,630	39
40	1.00	1.00	1.00	Total Full-Time Equivalent (FTE)	0.80	0.80	0.80	40

41				MATERIALS & SERVICES				41
42	15,812	15,094	30,044	Materials & Supplies	25,000	25,000	25,000	42
43				Telephone	1,100	1,100	1,100	43
44	18,234	17,070	21,900	Seasonal Workers	22,500	22,500	22,500	44
45	9,934	6,607	10,000	Utilities	7,000	7,000	7,000	45
46	510	1,110	2,000	Travel & Training	1,000	1,000	1,000	46
47	10,461	19,636	15,000	Professional Services/Misc	15,000	15,000	15,000	47
48	-	-	1,700	Dispatch Services LCSO	-	-	-	48
49	50,000	70,000	37,800	Administrative Overhead	37,800	25,800	25,800	49
50	2,053	345	1,000	Uniform Allowance	1,000	1,000	1,000	50
51	20,738	14,764	20,000	Equip Maint/Repair	20,000	20,000	20,000	51
52	2,197	2,377	4,000	Vehicle Lease	2,500	2,500	2,500	52
53	12,785	7,381	12,000	Fuel	8,000	8,000	8,000	53
54	570	2,233	4,000	New Equipment	9,000	9,000	9,000	54
55	6,386	15,175	15,000	Rest Area	9,000	9,000	9,000	55
56	12,688	1,515	21,000	Street Repair	21,000	21,000	21,000	56
57	74,162	59,452	65,000	Street Lights	63,000	63,000	63,000	57
58	236,530	232,759	260,444	TOTAL MATERIALS & SERVICES	242,900	230,900	230,900	58
59								59
60				CAPITAL OUTLAY				60
61	-	3,442	20,000	New Equipment (Street Sweeper)	200,000	-	-	61
62	2,511	-	125,000	Street Improvements	-	-	-	62
63	2,511	3,442	145,000	TOTAL CAPITAL OUTLAY	200,000	-	-	63
64								64
65				INTERFUND TRANSFERS - OUT				65
66	2,000	2,000	2,000	Transfer to Agency Fund - Reserve Bike Path	2,000	2,000	2,000	66
67	2,000	2,000	2,000	TOTAL INTERFUND TRANSFERS - OUT	2,000	2,000	2,000	67
68								68
69		-	-	CONTINGENCY	6,470	6,470	6,470	69
70								70
71	99,868	103,036		Total Ending Fund Balance (prior years)				71
72			-	UNAPPROPRIATED ENDING FUND BALANCE		98,000	98,000	72
73	423,533	425,468	537,944	TOTAL REQUIREMENTS	548,000	434,000	434,000	73

SPECIAL FUND
RESOURCES AND REQUIREMENTS

EMERGENCY SERVICES FUND

City of Oakridge

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22			
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding year 2019-20	Adopted Budget This Year 2020-21					
			RESOURCES AND REQUIREMENTS				
1							1
2	(79,153)	(133,015)	-	-	-	-	2
3	78	37	-	-	-	-	3
4							4
5	400,000	650,000	613,151	-	565,000	565,000	5
6							6
			OTHER RESOURCES				
7	31,605	17,151	20,000	20,000	20,000	20,000	7
8	46,710	59,310	60,800	60,800	63,330	63,330	8
9	11,103	15,000	15,500	16,900	16,800	16,800	9
10	3,040	-	-	-	-	-	10
11	430,306	-	-	-	-	-	11
12	5,808	-	3,000	-	-	-	12
13	416,938	425,994	414,000	460,000	460,000	460,000	13
14	17,058	1,589	2,000	2,000	2,000	2,000	14
15	15,000	15,000	15,500	15,500	15,500	15,500	15
16			20,000	-	40,000	40,000	16
17				608,000	-	-	17
18	1,298,493	1,051,066	1,163,951	1,183,200	1,182,630	1,182,630	18
19							19
			REQUIREMENTS				
			PERSONNEL SERVICES				
20							20
21	64,498	79,522	82,200	87,500	87,500	87,500	21
22	114,012	128,903	127,900	136,500	136,500	136,500	22
23	17,184	7,362	18,400	18,000	18,000	18,000	23
24	27,931	31,647	26,100	34,000	34,000	34,000	24
25	80,943	103,447	75,929	91,000	91,000	91,000	25
26	16	100	-	-	-	-	26
27	61	-	200	200	200	200	27
28							28
29		541	-	-	-	-	29
30	52,710	60,071	73,300	62,000	62,000	62,000	30
31	-	-	-	78,900	78,900	78,900	31
32	-	-	-	-	-	-	32
33	-	-	-	-	-	-	33
34	-	-	55,400	56,500	56,500	56,500	34
35	57,193	64,916	68,100	69,500	69,500	69,500	35
36	65,075	66,616	77,300	-	-	-	36
37	54,134	55,283	66,100	67,500	67,500	67,500	37
38	48,589	51,381	-	-	-	-	38
39	10,125	9,000	9,000	9,000	9,000	9,000	39
40	499	332	300	300	300	300	40
41	592,970	659,121	680,229	710,900	710,900	710,900	41
42	5.00	5.00	4.00	4.00	4.00	4.00	42

43				MATERIALS & SERVICES				43
44	6,840	6,174		Grant Expenditures	-	-	-	44
45	4,229	7,821	7,600	Materials and supplies	15,700	15,700	15,700	45
46	128,954	181,139	157,000	Seasonal Workers	197,000	197,000	197,000	46
47	18,719	10,849	17,200	Utilities	15,000	15,000	15,000	47
48	24,114	37,607	25,540	EMS Supplies	24,000	24,000	24,000	48
49	167	201	4,000	Fire Fighting Supplies	150	150	150	49
50	1,895	4,774	2,100	Membership Dues Licenses	3,100	3,100	3,100	50
51	4,533	4,772	7,500	Travel and Training	5,000	5,000	5,000	51
52	81,034	2,072		Professional Services Non Legal	8,250	8,250	8,250	52
53	49,648	43,836	43,800	Dispatch Service	50,600	50,600	50,600	53
54	2,505		600	Dispatch Phone Lines	780	780	780	54
55			75,900	Administrative Overhead	75,900	80,700	80,700	55
56	772	1,045	4,000	Uniforms	1,500	1,500	1,500	56
57	5,111	1,713	2,970	Small Equipment Maintenance/ Minor Repairs	1,500	1,500	1,500	57
58	7,955	990	7,000	Annual Testing	-	-	-	58
59	72	1,348	1,000	Health + Wellness	1,000	1,000	1,000	59
60	138	4,133	9,400	Protective Clothing	1,000	1,000	1,000	60
61	2,990	1,405	3,100	Pagers Repair/Replace	1,300	1,300	1,300	61
62	-	1,340		Equipment Maintenance and Repairs	-	-	-	62
63	5,168	8,525	10,200	Vehicle Maintenance and Minor Repairs	14,500	14,500	14,500	63
64	2,073	2,215	2,500	Radio Maintenance and Repairs	1,000	1,000	1,000	64
65	7,675	4,127	6,000	Building/Grounds Maintenance	10,300	5,900	5,900	65
66	74	1,051		Building Maintenance	1,900	1,900	1,900	66
67	26,510	21,167	23,000	Fuel	21,000	21,000	21,000	67
68	500		500	Fire Med Promotion	250	250	250	68
69		42	500	Fire Prevention	-	-	-	69
70	17,653	11,402	15,793	Billing Charge	16,200	16,200	16,200	70
71	1,151	324	3,000	Volunteers Firefighters	300	300	300	71
72		8,524	506	Miscellaneous Expense	-	-	-	72
73	400,480	368,596	430,709	TOTAL MATERIALS & SERVICES	467,230	467,630	467,630	73
74								74
75				CAPITAL OUTLAY				75
76	438,057			Assistance to Firfighters Grant + 5% Matched	-	-	-	76
77			53,013	New Equipment	-	-	-	77
78		4,649		Radio/Pager Lease	3,500	3,500	3,500	78
79	438,057	4,649	53,013	TOTAL CAPITAL OUTLAY	3,500	3,500	3,500	79
80				INTERFUND TRANSFERS - OUT				80
81		-		Loan Repayment OIP	-	-	-	81
82	-	-	-	TOTAL INTERFUND TRANSFERS - OUT	-	-	-	82
83								83
84				CONTINGENCY				84
85	(133,014)	18,700		Ending balance (prior years)				85
86			-	UNAPPROPRIATED ENDING FUND BALANCE	1,570	600	600	86
87	1,298,493	1,051,066	1,163,951	TOTAL REQUIREMENTS	1,183,200	1,182,630	1,182,630	87

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
on June 16, 2016 for the following specified purpose:
To Support, Maintain & Repair the Water System.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2026

WATER FUND RESERVE

City of Oakridge

Historical Data			DESCRIPTION Resources and Requirements	Budget FY 2021-22				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020-21						
			RESOURCES					
1							1	
2	11,616	17,424	23,232	Net Working Capital (accrual basis)	29,040	29,040	29,040	2
3	-		-	Interest	-			3
4	5,808	5,808	5,808	Transferred IN, from Water fund	25,000	25,000	25,000	4
5								5
6	17,424	23,232	29,040	TOTAL RESOURCES	54,040	54,040	54,040	6
7				REQUIREMENTS				7
8								8
9								9
10								10
11	17,424	23,232	29,040	RESERVED FOR FUTURE EXPENDITURE	54,040	54,040	54,040	11
12	17,424	23,232	29,040	TOTAL REQUIREMENTS	54,040	54,040	54,040	12

SPECIAL FUND
RESOURCES AND REQUIREMENTS

WOODSTOVE REPLACEMENT FUND

City of Oakridge

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020- 21						
			RESOURCES					
1							1	
2	20,831	22,313	17,312	Net Working Capital (accrual basis)	17,312	17,312	17,312	2
3	4,321	-		Misc Income	-	-	-	3
4	65,500			DEQ Coord Grant	-	-	-	4
5	9,500			Air Quality Grants	-	-	-	5
6		5,000		Transfer from General	-	-	-	6
7	100,152	27,313	17,312	TOTAL RESOURCES	17,312	17,312	17,312	7
8				REQUIREMENTS				8
9				MATERIALS & SERVICES				9
10	2,839			Education/Training/Enforcement	-	-	-	10
11	75,000	5,000		Contracted Coordinator	-	-	-	11
12				Prof Services	-	-	-	12
13	77,839	5,000	-	TOTAL MATERIALS & SERVICES	-	-	-	13
14								14
15				SPECIAL PAYMENTS				15
16				Heating Replacement				16
17	-	-	-	TOTAL SPECIAL PAYMENTS	-	-	-	17
18				INTERFUND TRANSFERS -OUT				18
19				Transfer To General Fund (Enforment)				19
20	-	-	-	TOTAL INTERFUND TRANSFERS	-	-	-	20
21	-	-	-	CONTINGENCY	-	-	-	21
				Contingency				
22	22,313	22,313		Ending balance (prior years - audited F/S)				22
23	-	-	17,312	UNAPPROPRIATED ENDING FUND BALANCE	17,312	17,312	17,312	23
24	100,152	27,313	17,312	TOTAL REQUIREMENTS	17,312	17,312	17,312	24

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS

BICYCLE AND PEDESTRIAN PATH FUND

City of Oakridge

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020- 21					
				RESOURCES				
1								1
2	17,076	4,076	6,076	Net Working Capital (accrual basis)	8,076	8,076	8,076	2
3	2,000	2,000	2,000	Transfer from Street Fund	2,000	2,000	2,000	3
4								4
5	19,076	6,076	8,076	TOTAL RESOURCES	10,076	10,076	10,076	5
6				REQUIREMENTS				6
7				CAPITAL OUTLAY				7
8	-	-	-	Trail Work	-	-	-	8
9	-	-	-	TOTAL CAPITAL OUTLAY	-	-	-	9
10								10
11	15,000			INTERFUND TRANSFERS - OUT				11
12	15,000	-	-	TOTAL INTERFUND TRANSFERS - OUT	-	-	-	12
13								13
14				CONTINGENCY				14
15			8,076	Contingency	10,076	10,076	10,076	15
16	4,076	6,076		Ending balance (prior years)				16
17			-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-	17
18	19,076	6,076	8,076	TOTAL REQUIREMENTS	10,076	10,076	10,076	18

BONDED DEBT
RESOURCES AND REQUIREMENTS

WATER BOND DEBT SERVICE RESERVE FUND

City of Oakridge

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020- 21				
RESOURCES						
1						1
2	120,683	120,683	120,683	120,683	120,683	2
3						3
4	120,683	120,683	120,683	120,683	120,683	4
REQUIREMENTS						
BOND PRINCIPAL PAYMENTS						
7			Bond Issue	Budgeted Payment Date		7
8	-	-	Series 2010 Water Revenue Bond (OECDD) Water Bonds	PAID FROM WATER FUND		8
9	-	-			-	9
TOTAL BOND PRINCIPAL PAYMENTS						
10						10
BOND INTEREST PAYMENTS						
12			Bond Issue	Budgeted Payment Date		12
13	-	-	Series 2010 Water Revenue Bond (OECDD) Water Bonds	PAID FROM WATER FUND		13
14	-	-				14
TOTAL BOND INTEREST PAYMENTS						
15						15
16						16
UNAPPROPRIATED BALANCE FOR FOLLOWING YEAR BY:						
18			Bond Issue	Projected Payment Date		18
19			Series 2010 Water Revenue Bond (OECDD) Water Bonds	RESERVE TO BE APPLIED TO FINAL PAYMENT		19
20	120,683	120,683	120,683	Ending balance (prior years)		20
21	120,683	120,683	120,683	TOTAL UNAPPROPRIATED ENDING FUND BALANCE	120,683	120,683
22	120,683	120,683	120,683	TOTAL REQUIREMENTS	120,683	120,683

SPECIAL FUND
RESOURCES AND REQUIREMENTS

OAKRIDGE INDUSTRIAL PARK FUND

City of Oakridge

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22				
Actual		Adopted Budget FY 2020- 21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20							
			RESOURCES					
1							1	
2	204,870	550,925	457,000	Net Working Capital (accrual basis)	457,000	457,000	457,000	2
3		629	1,800	Interest	1,600	1,600	1,600	3
4			-	Transferred IN, from other funds:				4
5		-	-	Loan Repayment from Gen Fund	-	-	-	5
6	-	-	-	Loan Repayment-EMS	-	-	-	6
7				OTHER RESOURCES				7
8	366,016	25,800	-	Sale of Property	-	-	-	8
9	74,886	77,944	71,000	Rent Income	77,000	77,000	77,000	9
10	16,323	140	-	Misc Income	-	-	-	10
11			2,511	Transfer from General Fund				11
12		20,739	-	LRAPA Grant OIP Improvements	-	-	-	12
13		571	500	Sale of Telecommunication Lease	500	500	500	13
14	10,998	10,989	11,000	Loan Receivable-Tanner Rite	11,000	11,000	11,000	14
15	673,093	687,737	543,811	TOTAL RESOURCES	547,100	547,100	547,100	15
16				REQUIREMENTS				16
17				PERSONNEL SERVICES				17
18	-	-	3,200	Health Insurance	2,550	2,550	2,550	18
19	-	-	3,600	PERS	3,110	3,110	3,110	19
20	-	-	700	Workers Comp	725	725	725	20
21	-	-	800	Payroll Taxes	725	725	725	21
22	-	-	700	Overtime	850	850	850	22
23	-	-	600	Standby	250	250	250	23
24	-	-	2,100	Utility Worker 2	2,200	2,200	2,200	24
25	-	-	1,800	Utility Worker 3	-	-	-	25
26	-	-	1,800	Public Works Crew Leader	1,900	1,900	1,900	26
27	-	-	2,700	Utility Worker 1A	2,750	2,750	2,750	27
28	-	-	700	Utility Worker 1B	700	700	700	28
29				Vacation Buy-Out	500	500	500	29
30				Floating Holiday 1	30	30	30	30
31				Floating Holiday 2	30	30	30	31
32	-	-	400	VEBA Contributions	400	400	400	32
33	-	-	-	Life/LTD	10	10	10	33
34	-	-	19,100	TOTAL PERSONNEL SERVICES	16,730	16,730	16,730	34
35	-	-	0.20	Total Full-Time Equivalent (FTE)	0.10	0.10	0.10	35

36				MATERIALS & SERVICES				36
37	8,622	3,884	5,511	Materials and Supplies	5,200	5,200	5,200	37
38			7,000	Seasonal Workers	7,210	7,210	7,210	38
39	11,534	11,915	12,500	Utilities	12,500	12,500	12,500	39
40	4,959		5,000	Marketing - City	5,000	5,000	5,000	40
41	250	534	300	Membership/Dues	300	300	300	41
42	313		-	Travel and Training	-	-	-	42
43	23,725	5,513	5,000	Professional Services	10,000	10,000	10,000	43
44	56,000	56,000	31,700	Administrative Overhead	31,700	26,500	26,500	44
45	3,171		3,000	NWP #38 Site Mitigation	-	-	-	45
46	7,225	6,858	12,000	Property Taxes	11,500	11,500	11,500	46
47			500	Misc Expense	700	700	700	47
48				New equipment under \$5,000				48
49	115,799	84,704	82,511	TOTAL MATERIALS & SERVICES	84,110	78,910	78,910	49
50				CAPITAL OUTLAY				50
51	-	22,368	176,800	OIP Buildings and Grounds				51
52	-	-	8,000	New equipment (Trackhoe)	135,000	135,000	135,000	52
53	-	22,368	184,800	TOTAL CAPITAL OUTLAY	135,000	135,000	135,000	53
54				INTERFUND TRANSFERS - OUT				54
55		-	-	Loan to Gen Fund	-	-	-	55
56	6,369	-	-	Loan to EMS	-	-	-	56
57	6,369	-	-	TOTAL INTERFUND TRANSFERS - OUT	-	-	-	57
58				DEBT SERVICE				58
59				Repay DEQ Loan				59
60	-	-	-	TOTAL DEBT SERVICE	-	-	-	60
61								61
62		-	40,000	CONTINGENCY	40,000	40,000	40,000	62
63	-			Ending balance (prior years)				63
64			36,000	Unappropriated Ending Fund Balance				64
65	550,925	-	181,400	Reserved for Future expenditures	271,260	276,460	276,460	65
66	673,093	107,072	543,811	TOTAL REQUIREMENTS	547,100	547,100	547,100	66

SPECIAL FUND
RESOURCES AND REQUIREMENTS

WATER FUND

City of Oakridge

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22			
Actual			Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020-21						
				RESOURCES				
1							1	
2	(277,243)	83,857	214,000	Net Working Capital (accrual basis)	335,000	215,000	215,000	2
3	4,500	-		OPD Vehicle Loan Repayment	-	-	-	3
				OTHER RESOURCES				
4								4
5	929,820	986,685	1,155,000	Water Service	1,185,000	1,051,200	1,051,200	5
6	2,666	900	1,500	Connection Charge	2,500	2,500	2,500	6
7	3,750	2,750	3,500	Service Charge	3,500	3,500	3,500	7
8		20,000	-	Fed Grant-Tank 7	-	-	-	8
9	1,233,323	450,143	750,000	Loan proceeds Tank 7	-	-	-	9
10	7,896	60,606	1,500	Misc Income	2,500	2,500	2,500	10
11			6,582	Transfer from General Fund				11
12	-	-	19,000	PW Overhead to Other Funds	19,000	19,000	19,000	12
13	1,904,712	1,604,941	2,151,082	TOTAL RESOURCES	1,547,500	1,293,700	1,293,700	13
				REQUIREMENTS				
				PERSONNEL SERVICES				
15								15
16	54,260	60,519	42,700	Health Insurance	37,000	37,000	37,000	16
17	42,183	40,421	44,700	PERS	41,000	41,000	41,000	17
18	6,395	3,169	8,100	Workers Comp	7,000	7,000	7,000	18
19	9,009	8,702	10,200	Payroll Taxes	9,200	9,200	9,200	19
20	9,228	9,063	8,500	Overtime	10,750	10,750	10,750	20
21	4,159	3,260	7,300	Standby	4,000	4,000	4,000	21
22	-	-	-	AP/UB	-	-	-	22
23	-	-	-	Employee Allowance	-	-	-	23
24	-	-	-	Public Works Foreman	-	-	-	24
25	52,317	54,965	23,300	Utility Worker 2	24,250	24,250	24,250	25
26			19,403	Utility Worker 3	-	-	-	26
27	-	-	27,063	Public Works Crew Leader	27,200	27,200	27,200	27
28	-	48,713	23,276	Utility Worker 1A	23,000	23,000	23,000	28
29	-	-	-	Assistant Planner/PW Secretary	-	-	-	29
30	44,087		23,538	Utility Worker 1B	22,400	22,400	22,400	30
31	140	-	-	Comm. Services/Assistant to the Administrator	-	-	-	31
32				Vacation Buy-Out	500	500	500	32
33				Floating Holiday 1	365	365	365	33
34				Floating Holiday 2	365	365	365	34
35	4,500	5,625	4,600	VEBA Contributions	4,500	4,500	4,500	35
36	485	243	100	Life/LTD	105	105	105	36
37	226,763	234,680	242,780	TOTAL PERSONNEL SERVICES	211,635	211,635	211,635	37
38	4.00	4.00	1.80	Total Full-Time Equivalent (FTE)	1.70	1.70	1.70	38
				MATERIAL & SERVICES				
39								39
40	38,204	27,118	30,044	Materials & Supplies	34,000	34,000	34,000	40
41	37,306	30,034	28,159	Seasonal Worker	25,000	25,000	25,000	41
42	1,902	2,017	2,000	Office Expense	2,000	2,000	2,000	42
43	63,607	63,032	65,000	Utilities	79,000	79,000	79,000	43
44	1,045	2,003	2,500	Travel & Training	2,500	2,500	2,500	44
45	38,597	32,622	25,500	Professional Services/Misc	20,000	20,000	20,000	45
46		25,930	5,000	Professional Services-Legal	5,000	5,000	5,000	46
47	2,800	2,884	2,700	Dispatch Services LCSC	2,900	2,900	2,900	47
48	225,000	270,000	147,000	Administrative Overhead	147,000	138,900	138,900	48
49	1,953	1,309	2,000	Uniform Allowance	2,000	2,000	2,000	49
50	1,136	3,076	2,000	Computer Equip/Supplies/Support	2,000	2,000	2,000	50
51	15,798	6,924	25,000	Equip Maint/Repair	25,000	25,000	25,000	51
52	2,072	2,262	2,500	Vehicle Lease	2,500	2,500	2,500	52
53	13,220	8,249	13,000	Fuel	13,000	13,000	13,000	53
54	570	2,656	8,000	New Equipment	10,000	10,000	10,000	54
55			5,000	Building Maintenance/Misc.	5,000	5,000	5,000	55
56			5,000	Meter Replacement	5,000	5,000	5,000	56
57	42,000	45,000	-	Payment in Lieu of Franchise	-	-	-	57
58			785	Misc Expense	1,000	1,000	1,000	58
59	485,210	525,901	370,403	TOTAL MATERIALS & SERVICES	382,900	374,800	374,800	59

60									60
61				CAPITAL OUTLAY					61
62	962,487	434,229	-	Tank 7	-	-	-	-	62
63		11,496		New Equipment					63
64				- Meters (100X)	12,000	12,000	12,000	12,000	64
65				- Hydrants (2x)	6,000	6,000	6,000	6,000	65
66				- Valves (2X)	6,000	6,000	6,000	6,000	66
67				- Vac Truck (2)	81,350	81,350	81,350	81,350	67
68				- Trackhoe (3)	65,000	65,000	65,000	65,000	68
69				- 5YD Dump Truck (4)	24,500	24,500	24,500	24,500	69
70				- Backhoe (5)	15,300	15,300	15,300	15,300	70
71		-		Building Maintenance	-	-	-	-	71
72		9,456	750,000	Well Field Improvements	-	-	-	-	72
73	-	-		Distribution Improvements	-	-	-	-	73
74	962,487	455,181	750,000	TOTAL CAPITAL OUTLAY	210,150	210,150	210,150	210,150	74
75				DEBT SERVICE					75
76			21,300	Debt Service - Interest OECDD	21,350	21,350	21,350	21,350	76
77			101,000	Debt Service - Principal OECDD	101,000	101,000	101,000	101,000	77
78	10,792	10,443	10,300	Bond Payment - Interest LACOP	10,300	10,300	10,300	10,300	78
79	7,500	7,500	7,500	Bond Payment - Principal LACOP	7,500	7,500	7,500	7,500	79
80	122,297	122,297	41,800	Safe Drinking Water Program	-	-	-	-	80
81			45,400	Water Loan Tank 7 Principal IFA Loans	42,000	42,000	42,000	42,000	81
82				Water Loan Tank 7 Interest IFA Loans	45,500	45,500	45,500	45,500	82
83				Debt Service - Interest New Source Well Study		80		80	83
84				Debt Service - Principal New Source Well Study		1,313		1,313	84
85				Transfer to Gen - Vehical Loan to PD	-	-	-	-	85
86	140,589	140,240	227,300	TOTAL DEBT SERVICE	227,650	229,043	229,043	229,043	86
87				INTERFUND TRANSFERS - OUT					87
88	5,808	5,808	5,808	Water Fund Reserve	25,000	25,000	25,000	25,000	88
89			120,000	Transfer to General Fund for 14% Public Safety	-	-	-	-	89
90			255,297	Loan to General Fund	45,000	-	-	-	90
91			27,000	Capital Loan to street Fund	-	-	-	-	91
92	5,808	5,808	408,105	TOTAL INTERFUND TRANSFERS - OUT	70,000	25,000	25,000	25,000	92
93									93
94				CONTINGENCY					94
95			48,791	Operating Contingency	35,000	35,000	35,000	35,000	95
96				Water Pro Test Contingency	-	-	-	-	96
97	-	-	48,791	TOTAL CONTINGENCY	35,000	35,000	35,000	35,000	97
98	83,855	243,131		Ending balance (prior years)					98
99			103,703	Reserved For Future Expenditures	250,000	185,000	185,000	185,000	99
100			-	UNAPPROPRIATED ENDING FUND BALANCE	160,165	23,072	23,072	23,072	100
101	1,904,712	1,604,941	2,151,082	TOTAL REQUIREMENTS	1,547,500	1,293,700	1,293,700	1,293,700	101

SPECIAL FUND
RESOURCES AND REQUIREMENTS

WASTEWATER FUND

City of Oakridge

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22		
Actual			Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020- 21					
				RESOURCES			
1							1
2	475,830	299,290	200,000	Net Working Capital (accrual basis)	265,000	265,000	265,000
3	4,500	-	-	OPD Vehicle Loan Repayment	-	-	-
4				OTHER RESOURCES			4
5	1,050	1,050	1,500	Connection Charge	1,400	1,400	1,400
6	671,621	689,796	704,900	Sewer Service	724,000	724,000	724,000
7	13,412	2,078	2,500	Misc Income	2,500	2,500	2,500
8			95,000	Loan repayment from General Fund			
9			8,032	Transfer from General Fund			
10		-	22,000	PW Overhead to Other Funds	14,667	14,667	14,667
11	1,166,413	992,214	1,033,932	TOTAL RESOURCES	1,007,567	1,007,567	1,007,567
12				REQUIREMENTS			12
13				PERSONNEL SERVICES			13
14	54,889	45,546	58,300	Health Insurance	76,000	76,000	76,000
15	46,054	44,060	48,900	PERS	56,000	56,000	56,000
16	5,139	706	7,400	Workers Comp	4,000	4,000	4,000
17	10,435	9,343	11,400	Payroll Taxes	12,000	12,000	12,000
18	11,978	9,029	10,100	Overtime	10,300	10,300	10,300
19	4,165	3,372	9,800	Standby	8,000	8,000	8,000
20	1,264	-	-	AP/UB	-	-	-
21	-	-	-	Employee Allowance	-	-	-
22	-	-	-	Public Works Foreman	-	-	-
23	-	-	26,551	Utility Worker 2	26,950	26,950	26,950
24	34,830	19,595	19,403	Utility Worker 3	29,650	29,650	29,650
25	61,941	66,351	22,463	Public Works Crew Leader	22,500	22,500	22,500
26	27,259	26,923	28,352	Utility Worker 1C	26,900	26,900	26,900
27	-	-	8,466	Utility Worker 1A	8,050	8,050	8,050
28	1,295	-	-	Assistant Planner/PW Secretary	-	-	-
29	-	-	24,085	Utility Worker 1B	23,250	23,250	23,250
30	1,436	-	-	Comm Svc's/Assistant to Administrator	-	-	-
31	-	-	-	Vacation Buy-Out	500	500	500
32	-	-	-	Floating Holiday 1	730	730	730
33	-	-	-	Floating Holiday 2	730	730	730
34	5,625	4,500	5,000	VEBA	5,000	5,000	5,000
35	590	351	300	Life/LTD	300	300	300
36	266,900	229,776	280,520	TOTAL PERSONNEL SERVICES	310,860	310,860	310,860
37	1.50	1.50	2.20	Total Full-Time Equivalent (FTE)	2.90	2.90	2.90
38				MATERIALS & SERVICES			38
39	17,704	9,193	20,044	Materials & Supplies	20,000	20,000	20,000
40	23,630	30,331	14,170	Seasonal Workers	11,000	11,000	11,000
41	1,902	2,017	2,000	Office Expense	2,000	2,000	2,000
42	47,441	48,545	50,000	Utilities	63,250	63,250	63,250
43	1,896	2,620	3,000	Travel & Training	3,000	3,000	3,000
44	65,298	28,081	30,000	Professional Services/Misc	17,000	17,000	17,000
45	2,800	2,884	3,000	Dispatch Services LCSC	3,000	3,000	3,000
46	225,000	270,000	97,200	Administrative Overhead	97,200	86,400	86,400
47	968	1,441	1,500	Uniform Allowance	1,500	1,500	1,500
48	9,920	1,772	2,800	Computer Equip/Supplies/Support	2,800	2,800	2,800
49	22,413	14,621	18,000	Equip Maint/Repair	18,000	18,000	18,000
50	2,197	2,262	2,500	Vehicle Lease	2,500	2,500	2,500
51	13,019	7,895	13,000	Fuel	10,000	10,000	10,000
52	9,231	6,776	15,000	New Equipment	15,000	15,000	15,000
53	-	-	-	Building Maintenance	250	250	250
54	35,000	38,000	-	Payment in Lieu of Franchise	-	-	-
55	-	1,027	1,000	Misc Expense	2,600	2,600	2,600
56	478,419	467,465	273,214	TOTAL MATERIALS & SERVICES	269,100	258,300	258,300

57									57
58				CAPITAL OUTLAY					58
59	95,561	15,124	120,000	New Equipment					59
60				- Influent Pump (1)	18,000	18,000	18,000		60
61				- Blower (2)	8,000	8,000	8,000		61
62				- UV Light Fixtures 3X (3)	60,000	60,000	60,000		62
63				- Sieve Washer (4)	50,000	50,000	50,000		63
64				- Vac Truck (5)	49,700	49,700	49,700		64
65				- 5YD Dump Truck (6)	15,000	15,000	15,000		65
66				- Backhoe (7)	9,350	9,350	9,350		66
67		-	5,000	Building Maintenance	5,000	5,000	5,000		67
68		-	10,000	Plant Improvements	-	-	-		68
69	-	-	12,000	Collection System	-	-	-		69
70	7,951	-		Inflow & Infiltration	-	-	-		70
71	103,512	15,124	147,000	TOTAL CAPITAL OUTLAY	215,050	215,050	215,050		71
72									72
73				DEBT SERVICE					73
74	10,792	10,443	10,300	Bond Payment - Interest	10,300	10,300	10,300		74
75	7,500	7,500	7,500	Bond Payment - Principal	7,500	7,500	7,500		75
76		-		Transfer to Gen- OPD Loan	-	-	-		76
77	18,292	17,943	17,800	TOTAL DEBT SERVICE	17,800	17,800	17,800		77
78									78
79		75,000	150,000	Loan to Gen FUND	-	-	-		79
80									80
81	-	75,000	150,000	TOTAL LOANS/ INTERFUND TRANSFERS - OUT	-	-	-		81
82									82
83			36,998	CONTINGENCY	35,000	35,000	35,000		83
84									84
85	299,290	186,906		Ending balance (prior years)					85
86			128,400	UNAPPROPRIATED ENDING FUND BALANCE	159,757	170,557	170,557		86
87	1,166,413	992,214	1,033,932	TOTAL REQUIREMENTS	1,007,567	1,007,567	1,007,567		87

SPECIAL FUND
RESOURCES AND REQUIREMENTS

STORM WATER FUND

City of Oakridge

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget FY 2021-22				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-19	First Preceding Year 2019-20	Adopted Budget FY 2020- 21						
			RESOURCES					
1						1		
2	66,079	10,325	15,000	Net Working Capital (accrual basis)	40,000	40,000	40,000	2
3				Interest	-	-	-	3
			OTHER RESOURCES					
4								4
5	26,834	27,765	27,600	Storm Water Service	29,050	29,050	29,050	5
6	15,000	-		Transfer from Bike Path	-	-	-	6
7	6,369	-		Transfer from OIP	-	-	-	7
8	114,282	38,090	42,600	TOTAL RESOURCES	69,050	69,050	69,050	8
			REQUIREMENTS					
			MATERIALS & SERVICES					
9								9
10								10
11	2,527	1,215	1,000	Materials and Supplies	1,000	1,000	1,000	11
12		-	1,000	Asset Management	1,000	1,000	1,000	12
13	30,000	5,000	16,300	Administrative Overhead	16,300	3,000	3,000	13
14		689	-	New Equipment (less than \$5,000)	1,500	1,500	1,500	14
15	-	1,194	1,500	Equip Maint. and Repair	1,500	1,500	1,500	15
16	32,527	8,098	19,800	TOTAL MATERIALS & SERVICES	21,300	8,000	8,000	16
			CAPITAL OUTLAY					
17								17
18								18
19	71,430	-	-	New Equipment	-	-	-	19
20				- Vac Truck (5)	1,950	1,950	1,950	20
21				- 5YD Dump Truck (6)	500	500	500	21
22				- Backhoe (7)	350	350	350	22
23	71,430	-	-	TOTAL CAPITAL OUTLAY	2,800	2,800	2,800	23
			CONTINGENCY					
24								24
25			22,800		20,000	20,000	20,000	25
26								26
27								27
28	10,325	29,992		Ending balance (prior years)				28
29			-	UNAPPROPRIATED ENDING FUND BALANCE	24,950	38,250	38,250	29
30	114,282	38,090	42,600	TOTAL REQUIREMENTS	69,050	69,050	69,050	30

Business of the City Council

City of Oakridge, Oregon

June 17, 2021

**Agenda Title: Ordinance 937 -
Establishment of a Public Safety Fee for
Three Years**

Agenda Item No: 14.4

Exhibit: (1) Ordinance 937

**Proposed Council Action: Take the first
reading of the ordinance.**

**Agenda Bill Author: Bryan Cutchen
City Administrator: Bryan Cutchen**

ISSUE: The Oakridge Budget Committee has determined the need for revenue to allow the City of Oakridge to continue to offer public safety services, functions and materials, including full-time police patrols; advanced life support ambulance transport; fire protection services.

FISCAL IMPACT: \$540,000.

**OPTIONS: (1) Take the first reading of Ordinance 937.
(2) Do not approve the street closure and alcohol permit.**

RECOMMENDATION: Staff recommend option (1).

RECOMMENDED MOTION: I move we approve the requested street closure and alcohol permit for the Keg & Cask Festival.

**CITY OF OAKRIDGE
ORDINANCE #937**

AN ORDINANCE ADOPTING PUBLIC SAFETY FEE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Oakridge City Council has determined the need for revenue to allow the City of Oakridge to continue to offer public safety services, functions and materials, including full-time police patrols; advanced life support ambulance transport; fire protection services; and,

WHEREAS, the purpose of this ordinance is to safeguard, facilitate and encourage the health, safety, and welfare of the citizens and businesses of the City; and,

WHEREAS, the Council also finds that a continuous and consistent general government program offering full time police patrols, fire protection, ambulance transport provides a multitude of economic and social benefits to the public, including, but not limited to:

- Reduction in the incidence of crime;
- Effective response to police calls and other public safety situations;
- Enhanced protection of persons and property.

WHEREAS, the Council held a public meeting and received public comment related to the Public Safety Fee on June 17, 2021; and

WHEREAS, the Budget Committee held public meetings and received public comment related to the fiscal year 2021-2022 budget which included expected revenue from the proposed public safety fee; and

WHEREAS, the Budget Committee approved of and recommended a budget to the Council that maintained current staffing levels, made various cuts within the General Fund and added a new public safety fee.

NOW, THEREFORE, THE CITY OF OAKRIDGE ORDAINS AS FOLLOWS:

Section 1. Establishment. The City Council of the City of Oakridge establishes a Public Safety Fee as set forth in the attached exhibit and shall be effective with billings on August 1, 2021.

Section 2. Severability. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law; and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance.

Section 3. Correction. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

This ordinance shall be effective on _____, 2021.

PASSED by the Council this ____ day of ____ 2021.

APPROVED by the Mayor this ____ day of ____ 2021.

SIGNED:

Kathy Holston, Mayor

ATTEST:

Jackie Sims, Asst. City Recorder

Exhibit – PUBLIC SAFETY FEE

Sections:

- 1.0 Purpose and Intent.
- 2.0 General Fund Fee Amount.
- 3.0 Imposition of General Fund Fee surcharge.
- 4.0 Means-based Fee Reduction.
- 5.0 Program Administration.
- 6.0 Appeal Process.
- 7.0 Enforcement.

1.0 Purpose and Intent.

A. This chapter establishes a Public Safety Fee surcharge. The revenues generated by this fee are intended to allow the City of Oakridge to continue to offer public safety government services, functions and materials including law enforcement, fire protection and advanced life support ambulance transportation. The purpose of this ordinance is to safeguard, facilitate and encourage the health, safety, and welfare of the citizens and businesses of the City by:

- (1) Reduction in the incidence of crime;
- (2) Effective response to police calls and other public safety situations;
- (3) Enhanced protection of persons and property;
- (4) Prompt emergency medical services.
- (5) Promotion of community spirit and quality of life.

B. This Public Safety Fee is not intended to replace or reduce existing ad valorem property tax revenues nor is the Public Safety Fee revenue intended to be the sole revenue used to provide these public safety government services.

2.0 Imposition of the Public Safety Fee surcharge.

A. The Public Safety Fee surcharge, at the amount set by the City of Oakridge Schedule of Fees for City Services, Permits, or Applications resolution which is updated each fiscal year. This surcharge will be charged monthly, per developed residential unit and per developed commercial site or developed industrial site, to accomplish the above-stated purposes is hereby established.

B. The Public Safety Fee surcharge shall be assessed to each residential utility account and to each non-residential (commercial or industrial) utility account. Billing shall be shown as a line item on the City Utility Bill unless otherwise specified below.

C. Except as the fees may be reduced or eliminated under section 3.0, the obligation to pay a Public Safety Fee surcharge arises when a responsible party uses or otherwise benefits from Public Safety Government services. It is presumed that Public Safety services are used and that a benefit arises for all persons within the City.

D. All developed properties within the City limits shall be charged the Public Safety Fee surcharge.

E. The Council shall review the fee amount annually when adopting the Schedule of Fees and make a determination as to whether a change in the Public Safety Fee surcharge would be appropriate.

F. The Public Safety Fee shall automatically be terminated, and Sections 1.0 through Section 7.0 shall have no future effect, and shall not be enforced, three years after the effective date of this ordinance.

3.0 Collection.

A. Public Safety Fee surcharges shall be collected monthly through the City Utility Bill per section 2.0(B).

B. Unless another responsible person has agreed in writing to pay and a copy of that writing is filed with the City, the person normally responsible for paying the City water and sewer utility charges is responsible for paying the Public Safety Fee surcharge, if the property is located within the City limits.

C. In the event a developed property is not served by a domestic water meter or sewer hook-up, or if water and sewer service is discontinued, the Public Safety Fee surcharge shall be billed to the persons having the right to occupy the property. If unpaid by the occupants of the property, the bill will be the responsibility of the property owner.

D. A request for water or sewer service, a building permit, or the occupancy of an un-serviced building will automatically initiate appropriate billing for Public Safety Fee services.

E. The imposition of surcharges shall be calculated on the basis of the number of units supported, without regard to the number of water meters serving that property.

F. A late charge shall be attached to any Public Safety Fee surcharges not received by the 20th of the month. The charge will be established as an administrative fee by resolution.

G. Notwithstanding the above, if the Public Safety Fee surcharge is not paid for a period of two months, the surcharge, with any attendant late fees, shall be imposed on the responsible party. Water is subject to shut-off by the City.

4.0 Means-based Fee Reduction.

A. Single-family residential unit occupants who are responsible for paying the Public Safety Fee surcharge and qualify as having “very low income” based on the definition from the U.S. Department of Housing and Urban Development as at or below 50% of the Area Median Income (AMI) for Lane County Oregon (as in effect July 1, 2021 and updated July 1 of each subsequent year), are entitled to a 100% reduction in the Public Safety Fee surcharge.

B. The City Administrator shall create forms and a procedure for persons to apply for and receive the means-based fee reduction.

5.0 Program administration.

A. Fees under this chapter will be collected by the appropriate staff at the City Offices.

B. The City Administrator is authorized and directed to review the operation of this ordinance and, where appropriate, recommend changes in the form of administrative procedures for adoption by the City Council by resolution. Such procedures, if adopted by the Council, shall be given full force and effect, and unless clearly inconsistent with this ordinance shall apply uniformly throughout the City.

6.0 Appeal process.

A. The Public Safety Fee surcharge or determination of means-based fee reduction may be appealed for change or relief in accordance with the following criteria:

(1) Any responsible party who disputes any interpretation given by the City as to property classification or means eligibility may appeal such interpretation. If the appeal is successful, relief will be granted by reassignment to a more appropriate billing category. In such instances, reimbursement will be given for any overpayment, retroactive to the filing date of the appeal. Factors to be taken into consideration include, but are not limited to, availability of more accurate information; equity relative to other developments of a similar nature; changed circumstances; and situations uniquely affecting the party filing the appeal.

(2) The City's Finance Director shall be responsible for evaluating and administering the appeal process. If the Finance Director decides information provided through the appeal process justifies a change, the Finance Director may authorize this change retroactive to the date the appeal was filed.

(3) The Finance Director shall make all reasonable attempts to resolve appeals utilizing available existing information, including supporting documentation filed with the appeal, within 30 days of the date the appeal was filed. If, however, more detailed site-specific information is necessary, the Director may request the applicant provide additional information.

(4) The Finance Director shall provide a report to the appellant within 90 days of the date the appeal was filed explaining the disposition of the appeal, along with the rationale and supporting documentation for the decision reached.

(5) Decisions of the Finance Director may be further appealed to the City Council, and shall be heard at a public meeting. Upon such further Council appeal, the City Council shall at its first regular meeting thereafter set a hearing date. The matter shall be heard solely upon the record. In no event shall a final decision be made later than 90 days after the matter was formally appealed to the City Council.

(6) Except for appeals of the means-based fee reduction, there will be an initial filing fee for an appeal to the Finance Director. An additional fee will be required for further appeal to the City Council. A schedule of fees, fines and penalties is kept on file in the offices of the City. These fees are fully refundable should the appellant adequately justify and secure the requested change or relief based on financial necessity.

7.0 Enforcement.

A. In the event funds received from payment for a City Utility bill are inadequate to satisfy in full all of the water, sewer, stormwater, and Public Safety Fee charges for the bill, credit shall be given first to the Public Safety Fee surcharge, second to the storm drain fee, third to sewer services charges, fourth to water service charges and finally to the charges for interest and penalties.

B. In addition to other lawful enforcement procedures, the City may enforce the collection of charges required by this chapter by withholding delivery of water to any premises where Public Safety Fee surcharges are delinquent or unpaid.

C. Notwithstanding any provision herein to the contrary, the City may institute any necessary legal proceedings to enforce the provisions of this chapter, including but not limited to injunctive relief and collection of charges owing. The City's enforcement rights shall be cumulative.

Business of the City Council

City of Oakridge, Oregon

October 15, 2020

**Agenda Title: FY 21-22 Schedule of Fees
Resolution**

Agenda Item No: 14.5

**Exhibit: (1) Resolution 08-2021
(2) Schedule of Fees**

**Proposed Council: Motion from the floor
and a vote**

**Agenda Bill Author: Bryan Cutchen
City Administrator: Bryan Cutchen**

ISSUE: The city fee schedule should be reviewed and approved each fiscal year.

FISCAL IMPACT: None

**OPTIONS: 1) Adopt Resolution 08-2021.
2) Do not adopt Resolution 08-2021.**

STAFF RECOMMENDATION: Option 1.

RECOMMENDED MOTION:

I move we adopt Resolution 08-2021, the City of Oakridge Fee Schedule for Fiscal Year 21-22.

RESOLUTION NO. 08-2021

**A RESOLUTION SETTING FEES FOR
CITY SERVICES, PERMITS, OR APPLICATIONS**

WHEREAS, the City of Oakridge presently charges for a variety of services, permits, and applications, and

WHEREAS, such charges are currently each set by separate resolution or authority of the City Council as need arises and consequently are adopted at different times, and

WHEREAS, the City Council agrees that administration of the various charges would be greatly simplified if all such charges would be consolidated into one resolution where both city staff and the citizens of the City of Oakridge could determine any of the fees charged by City,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oakridge, Oregon that the fees set forth in the attached exhibit shall be charged for the appropriate service, permit, and/or application effective with billings on July 01, 2021.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS ____ day of ____, 2021.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS ____ day of _____, 2021.

Signed: _____
Kathy Holston, Mayor

Attest: _____
Jackie Sims, Assistant City Recorder

Ayes:
Nays



**City of Oakridge
Fee Schedule
Effective: July 1, 2021**

Administrative

Public Safety Fee	\$31/month per developed residential, commercial or industrial site
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Ambulance

Ambulance Transport Resident)	\$2,000
plus per mile charge	\$35
Ambulance Transport (Non-Resident)	\$2,500
plus per mile charge	\$35
Extra Attendant	\$55/hr Resident \$70/hr Non-Resident
Waiting Time	\$65/hr Resident \$80/hr Non-Resident
Sit Up Patients	60% of the base rate
Ambulance Aid Call	60% of the base rate

Animal Control

Dog Licenses	1 year \$20.00
	3 year \$40.00

Spayed/Neutered & Seniors (55+)/Support Animal	1 year \$10.00
	3 year \$20.00

Cat Registration	\$10.00
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Animal Impound Fees

First Time	\$40
Second Time	\$80
Third Time	\$120

Animal Adoption Fee	\$100.00 including spay/neuter
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Miscellaneous Fees

Kennel Care (per day)	\$20.00
Euthanasia	\$100.00

Business Licenses

\$60.00 per year, \$10.00 per month late fee

Exempt if gross income is under \$5000 per year.

City Facilities

Greenwaters Park

Community Building	\$80/day
Sheltered Picnic Area	\$40.00/day
Amphitheater	\$500.00/day
Entire Park	\$1000/day

Willamette Activity Center

Rooms, Kitchen	\$25 per day
Gym	\$100 per day
	\$25 cleaning and closing deposit, if required

Oakridge Fire Hall Charges	\$25 per day
	\$25 cleaning and closing deposit, if required

Osprey Park	\$100 per day
Salmon Creek Park	\$100 per day
Diamond View Park	\$100 per day
OIP Overflow Parking	\$200 per day
Old Public Works Bldg	\$200 per day

Fire Department

For responses outside the city boundaries and do not involve residents or property owners of the City of Oakridge, City of Westfir or the Hazeldell Rural Fire Protection District.

Response charge	\$250 minimum
Engine or Water Tender	\$150 per hour
Rescue vehicle	\$100 per hour
Medic unit	\$55 per hour
Heavy extrication services	\$50
Responder charge	\$20 per hour, per person

FireMed

Basic	\$75.00
With Life Flight (air lift)	\$134.00

Library

Overdue Fines	\$0.15 per day up to replacement cost
Copies	\$0.35
Replacement Library Cards	\$1.00
Out of City Library Cards	\$15 per year

Liquor License

Renewal Application	\$35, \$10.00 per month late fee
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Photocopies/Faxes

Copies	\$0.35
Legal	\$0.40
Color	\$1.25
Mailed copies add	\$0.12 per page with \$1.00 minimum
Faxes	\$0.55 per page local call area with \$1.10 minimum \$1.25 per page for long distance with \$2.50 minimum

If the request for records requires personnel to spend 15 minutes or more searching or reviewing records prior to their release or copying, the minimum fee shall be the fully loaded rate of the staff individual involved, with billing increments set at one quarter hour.

Planning Permits

Conditional Use Permit	\$300
Temporary Use Permit	\$250
Annexation	\$1,600
Variance	\$220
Zone Change	\$425
Plan Amendment	\$1100
Appeal	\$300
PUD Preliminary	\$320
PUD Final Plus \$20 Per Lot	\$220

Site Review	\$300-\$700*
Minor Partition	\$150
Major Subdivision	\$250

*Staff determination based on complexity of review

Police Department

Vehicle Impound Fee	\$125
Vehicle Impound Storage Fee	\$30 (per day)
Fingerprints	\$20
Monthly Enforcement and Abatement Fee	\$1000

Public Works

Water Connection (tap) Charge:	
3/4" Meter	\$500 or cost of installation, whichever is greater
1" Meter	\$550 or cost of installation, whichever is greater
1 1/2" Meter	\$750 or cost of installation, whichever is greater
2" Meter & over	\$1,000 or cost of installation, whichever is greater
Sewer Connection (tap) Charge	
Single Dwelling	\$400
Multiple Dwelling	\$350 + \$50 for each additional unit using same tap point
Other Buildings	\$400 + \$50 for each additional unit using same tap point
Mobile Home Park	\$400 + \$50 for each additional space using same tap point

Monthly Water Service Charges
(Increased every July 1 by the CPI-W)

Residential (base rate includes 1st 1,000 gallons used)

<i>Meter Size</i>	<i>Base Rate</i>	<i>Fire Flow</i>	<i>Use Rate</i>
Up to 1"	\$ 38.02	\$1.00	\$3.49/1,000 gal.

Commercial

<i>Meter Size</i>	<i>Base Rate</i>	<i>Fire Flow</i>	<i>Use Rate</i>
¾"	\$38.02	\$1.00	\$4.16/1,000 gal.
1"	\$60.38	\$1.00	\$4.16/1,000 gal.
1 ½"	\$125.30	\$1.00	\$4.16/1,000 gal.
2"	\$213.74	\$1.00	\$4.16/1,000 gal.
3"	\$456.66	\$1.00	\$4.16/1,000 gal.
4"	\$835.09	\$1.00	\$4.16/1,000 gal.

Water users outside the City shall pay the rates as calculated above plus 100%.

Monthly Sewer Service Charges
(Increased every July 1 by the CPI-W)

<i>Type of Dwelling, Unit or Use</i>	<i>Base Rate per Month</i>
Individual detached residential dwelling	\$35.59
Any combination of dwelling units, hotels, rooming houses, apartments, mobile home parks without RV spaces.	\$35.59 per occupied unit
Mobile home parks with RV spaces	\$35.19 for the first 19,000 gal. water plus; \$35.17 for each additional 5,000 gal. of water used.
Any combination of businesses, or businesses and dwellings	\$35.59 per dwelling or business unit plus; \$35.59 per 5,000 gal. of water used after allowing for 5,000 gal. per dwelling and 19,000 gal. per business.
Industrial user with primarily industrial waste	Established by the Council based on an analysis of expected flows and nature of waste.
Water Service Restoration Charge	
Regular hours service call	\$30.00
After hours service call	\$50.00

Processing fee for delinquency first time	\$30.00
Processing fee for delinquency thereafter	\$75.00

Excavation Permit Fees

50 cubic yards or less	No fee
51-100 cubic yards	\$20
101-1,000 cubic yards	\$25
10,001-100,000	\$30 for the first 10,000 cubic yards
Each additional 10,000	\$20
100,001-200,000 cubic yards	\$150 for the first 100,000 cubic yards
Each additional 10,000	\$15
200,001 and up	\$325 for the first 200,000 cubic yards
Each additional 10,000	\$10

Grading Permit Fees

50 cubic yards or less	\$20
51-100 cubic yards	\$25
101-1,000 cubic yards	\$25 for the first 100 cubic yards
Each additional 100	\$15
1,001-10,000 cubic yards	\$85 for the first 1,000 cubic yards
Each additional 1,000	\$11
10,000-100,000 cubic yards	\$200 for the first 10,000 cubic yards
Each additional 10,000	\$40

Public Improvement Permit (sidewalk, curb & gutter, driveway, and drainage permit)	\$20
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Social Gambling

Owner	\$250
Non-owner	\$100

<u>Storm Water Assessment Fee</u>	\$1.76 per month per account
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<u>Tobacco License</u>	\$ 40
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Revised: July 1, 2021